

Helsbury Park Covid-19 Staff Training

1. About Coronavirus

- Coronavirus is the name of the virus itself, COVID-19 is the name of the disease it causes.
- A virus is not a living thing so it cannot be killed as such and it cannot move by itself.
- The number one way to catch COVID-19 is by direct contact with someone who already has it. They may not know they have it and be shedding the virus in their breath, on their hands from touching their face and when they use the toilet.
- The virus can also be picked up and moved from surface to surface on hands and cloths, etc. This kind cross contamination could therefore increase the risk of other people coming into contact with the virus and developing the disease.
- The virus remains viable (i.e. able to infect somebody) for different lengths of time on different surfaces. The harder and shinier the surface the longer the virus will last, up to a maximum of 72 hrs.
- It is our responsibility to reduce this risk to the lowest reasonably practicable level by taking preventative measures.
- Coronavirus is an enveloped virus. It sits within a little coating of fat and protein. This envelope can be destroyed by hot water >60 degrees, soap, steam, bleach and medical grade disinfectant. These are the methods most practical and readily available for us to use.
- The virus is also dispersed by fresh air so good ventilation is an important part of the process.

We have considered the different aspects of Helsbury: the buildings, the rooms within them and the various surfaces they contain. We have also thought about who comes onto site and the risk to and from everyone of spreading the Coronavirus.

Our first step has been to remove as many opportunities for transference as possible. We have done this by closing some of the facilities that would normally be shared by guests. We have removed many of the small additional items, such as books, to reduce the number of possible touchpoints. We have also chosen a small, fixed cleaning team. This means we can have as few people in a property as practicable allowing us all to maintain social distancing. It also helps with the delivery of training and the provision of PPE and equipment without the need to share.

2. Changeover Day Process

We have asked the guests to leave by 9am and to open the windows, strip the beds and load the dishwasher before they leave. Everyone should socially distance when on site.

The process on a changeover day should be as follows

- Stage 1 – prepare the cottage for cleaning – open windows and increase air circulation

- Stage 2 – reduce the load, remove linen, mattress and pillow protectors, soft furnishings that are to be swapped, rubbish (double bag) and flush all toilets with the lid closed
- Stage 3 – clean it as normal, using PPE as required (see below), start at one end of the space and work back towards the door, as each room is completed close the door to prevent cross-contamination
- Stage 4 – disinfect high touch areas with mist or steam and leave the room closing the door behind you and disinfecting the handle
- Stage 5 – complete checklist to ensure everything is completed before leaving the property

3. PPE

PPE is a last resort when it comes to staying safe so is not required in every instance but there are cleaning situations which definitely require PPE, these are:

1. Initial inspection and ventilation – mask and gloves
2. Changing beds – mask, gloves, apron
3. Hoovering – masks, gloves, apron

Please familiarise yourselves with this guide to putting on and removing PPE:

Public Health England

Putting on personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: https://youtu.be/-GncQ_ed-9w

Pre-donning instructions:

- Ensure healthcare worker hydrated
- Tie hair back
- Remove jewellery
- Check PPE in the correct size is available

- 1** Perform hand hygiene before putting on PPE.
- 2** Put on apron and tie at waist.
- 3** Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.
- 4** With both hands, mould the metal strap over the bridge of your nose.
- 5** Don eye protection if required.
- 6** Put on gloves.

*For the PPE guide for AGPs please see: www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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Public Health England

Taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: https://youtu.be/-GncQ_ed-9w

- PPE should be removed in an order that minimises the risk of self-contamination
- Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

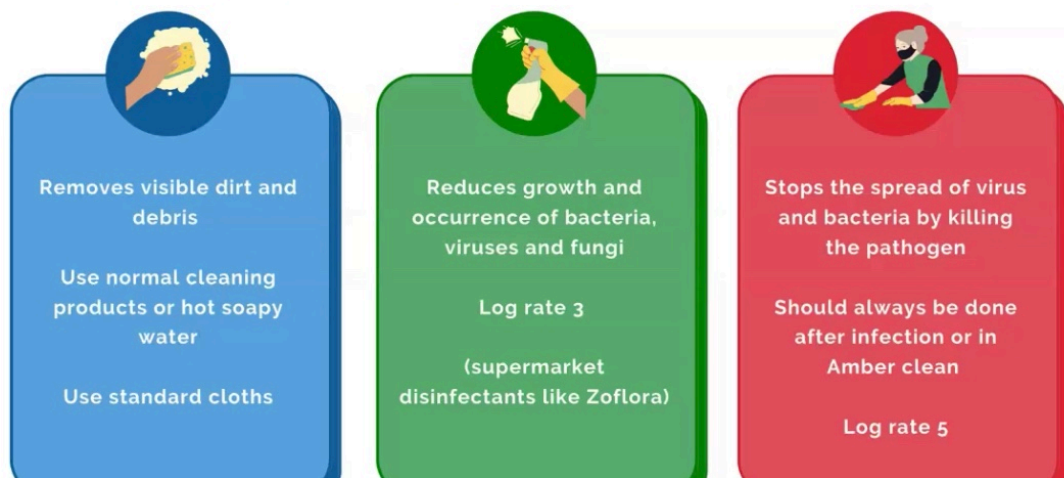
- 1** Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off. Hold the removed glove in the remaining gloved hand.
- 2** Clean hands.
- 3** Apron. Unfasten or break apron ties at the neck and let the apron fold down on itself.
- 4** Remove eye protection if worn. Use both hands to handle the straps by pulling away from face and discard.
- 5** Clean hands.
- 6** Remove facemask once your clinical work is completed. Untie or break bottom ties, followed by top tie or elastic, and remove by handling the ties only. Lean forward slightly. Discard. DO NOT reuse once removed.
- 7** Clean hands with soap and water.

*For the PPE guide for AGPs please see: www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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4. Cleaning

DIFFERENCES BETWEEN CLEANING, SANITISING, AND DISINFECTING



Our normal procedures are suitable for the stage 3 cleaning process. We will be using a viricidal spray (log rate 5) to mist high touch areas at the end of each clean, and portable steamers to disinfect soft furnishings.

There are three levels of clean which are recommended to deal with the pandemic. A Green clean is what we would normally do, an Amber clean is what we will be doing for the foreseeable future. A Red clean would be required in an emergency situation but will not be undertaken by us. If we believe the Coronavirus is present, we will close the cottage for the week and notify the incoming guests that their holiday is cancelled. Then an Amber clean will be undertaken the following week when the cottage will be safe to enter.

	Green Risk	Amber Risk	Red Risk
Bathrooms	Clean with normal cleaning products	Clean & Disinfect	Clean & Disinfect
Kitchens	Clean with normal cleaning products	Clean & Disinfect. Run all glassware, mugs, cups and cutlery through dishwasher	As Amber, and also double bag any waste and keep for 72 hours after guests departure before disposing.
Linen & Bedding	Change as normal and wash as normal	Ask guests to strip beds, and bag up linen and towels. Wash all at 60 degrees Change mattress & Pillow protectors unless you know over 48 hours gap	In addition to measures in Amber stage. If known infection then swap out duvets and pillows with spares.
Bedrooms	Clean with normal cleaning products	Clean & Disinfect	Clean & Disinfect
Living Room	Clean with normal cleaning products	Clean & Disinfect Disinfect high touch points on soft furnishings unless >48 hrs to next guests.	Clean & Disinfect. Disinfect soft furnishings.
High touch points	Clean & Disinfect	Clean & Disinfect	Clean & Disinfect
Protective Clothing to be worn	Standard	Washable Apron/tabard and gloves	Disposable gloves and apron. Masks for bedding and vacuuming

5. Personnel

- Each cottage will be cleaned by a team of 2 people, one upstairs and one downstairs to maintain social distancing.
- If they need to work together, to change a bed for example, it should be for less than 15 minutes.
- Remain in the allocated property for breaks, meals and team meetings unless they can be taken outside.

6. Cleaning equipment

- Each cottage will have a designated vacuum cleaner, mister, steamer and cleaning products which should be clearly marked.
- All cloths should be used in one room only and then put in a red bucket to be washed at 60°C before re-using the following week

7. High-touch points

The key areas to disinfect are:

- Door and drawer handles
- Remote controls
- Light switches
- Kitchen work surfaces
- Bannisters
- Arms and headrests of sofas (steam)
- Chairs
- Tables
- Taps
- Shower controls

All crockery and cutlery should be put through the dishwasher during each clean.