By following these simple steps you will not only keep yourself safe, but also those around you.

**Personal Hygiene:**
*This process should be used whenever you wear or remove gloves throughout the working day...Not just and the start and end of the shift.*

Rubber gloves are essential whilst working, but wearing them alone is not enough
1. **Wash hands (20 seconds minimum)** prior to wearing gloves.
2. Keep gloves on at all times whilst working.
3. Methods or removing gloves
   a. Yellow Gloves; Wash gloves whilst still wearing them (as if you were washing your hands), then remove turn inside out, wash the inside and hang to dry.
   b. Disposable Gloves; Remove carefully and dispose (do not keep for next time)
4. **Wash hands (20 seconds minimum)** and dry hands thoroughly.
5. Use disinfectant hand gel

**Suspecting someone has Covid-19:**
If on room entry you suspect that the resident is affected with Covid-19, leave the room immediately and report the room number to your team leader. Do not re-enter the room until you are told to do so.

*Please remember not everyone with flu like symptoms is suffering from Covid-19.*

**Confirmed cases:**
As soon as the Housekeeping department is informed of a suspect case the following procedure will take place.
1. If this is during normal cleaning hours, the Accommodation Assistant responsible for the cleaning of the room will be notified immediately
2. The room will be added to the list, located on the Housekeeping key cupboard door, with the next safe cleaning date noted. Please ensure you look for updates each morning.
3. If one of your rooms is affected, do not clean or enter for any reason until the stated date.

**Students who share Bathroom facilities:**
As far as possible we will restrict the use of the bathroom to the infected person. The bathroom and surrounding area should be cleaned on a **Daily** basis as follows; Ensure you wear the correct PPE; Gloves, plastic apron, mask.

1. **Bathroom:**
   Thoroughly clean using a disinfectant solution, as issued by the housekeeping Manager, and disposable cloths paying particular attention to the following areas;
a. All handles and switches
b. Toilet and surrounding area
c. Area surrounding the toilet roll
d. Basin and taps
e. Bin
f. Door and surround

2. Area between room and Bathroom:
Wipe all surfaces paying particular attention to;
   a. Walls between shoulder and hip height
   b. Light switches and immediate surrounding area
   c. Hand rails
   d. Window sills
   e. Bedroom door, paying particular attention to the handle and immediate surrounding area.

After infection Clean

Although the student may be fit and well, the infection can live on surfaces for up to 72 hours.
It is therefore extremely important that an infection control clean is done as soon are re-entry to the room is allowed.

Prior to cleaning the resident will be ask to stack any personal belongings, clearing as much surface space as possible.
PPE needed: Disposable Gloves, Plastic Apron, Mask, Goggles
Equipment needed: Disinfectant Solution, disposable cloths for both bathroom and bedroom areas, Red mop, vacuum cleaner, Disinfectant wipes and yellow clinical waste bag.

1. Bathroom:
   a. Remove the Shower curtain
   b. Spray the complete bathroom using the disinfectant solution
   c. Clean as follows using disinfectant solution:
      i. Using a clean mop and disposable cloth, wipe the ceiling and upper wall areas.
      ii. Wipe all other surrounding bathroom walls, door and fittings.
      iii. Clean shower
      iv. Clean wash basin
      v. Clean bin, inside and out
      vi. Clean toilet.
      vii. Clean toilet brush holder.
   d. Replace shower curtain
   e. Using disinfectant wipes, wipe the following areas
      i. Shower dials
ii. Shower door (opening area)
iii. Wash basin and taps
iv. Area surrounding toilet roll holder
v. Toilet flush,
vi. Toilet

f. Using a clean disinfectant wipe, clean door handles and immediate surrounding area.
g. Mop floor using a disinfectant solution

2. Bedroom:
   a. Clean all surfaces from the height reachable by hand to the floor, using Disinfectant solution and a disposable cloth, including; shelves, window ledges/frames, furniture (including legs and ledges)
   b. Wash bin inside and out
   c. Vacuum desk chair, easy chair and carpet thoroughly removing head of vacuum to get close into the edges.
   d. Spray a very light spray of Disinfectant solution over carpet.
   e. Using disinfectant wipes, wipe over the desk, telephone, desk chair arms, light switches, furniture knobs and door handles, including the immediate surrounding areas.
   f. Wipe the main room door completely from top to bottom, paying particular attention to the locks and handle and the immediate surrounding areas.
   g. Clean all equipment and goggles and wipe over with a clean disinfectant wipe
   h. Dispose of all cloths, wipes, mop heads and disposable PPE, in the yellow clinical waste bag provided.