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# COVID-19 CORONAVIRUS POLICY
# Cleaning, Sanitizing and Disinfecting

## 1. Introduction

This document constitutes the cleaning, sanitizing and disinfecting policy of Brackenfell High School as approved by the Governing body on 20 May 2020. The policy has been drafted in accordance with the applicable provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the Regulations for Safety Measures at Public Schools (Government Gazette 22754/2001: Notice 1040); the National Department of Health's School Health Policy ("National Department of Health Cluster: Maternal Child & Women's Health and Nutrition Sub-Directorate: Child Health National School Health Policy and Implementation Guidelines June 2002") and other applicable legislation.

In accordance with the Regulations for Safety Measures at Public Schools, Brackenfell High School is a bacteria, germ and virus-free school. This policy aims to give practical effect to this statement and to protect the well-being of the school's staff, learners and visitors. The policy has been drafted in order to create the healthy school atmosphere necessary for excellent education.

## 2. Policy Statement

Cleaning, Sanitizing and Disinfecting Regulations of Brackenfell High School require family, staff, small group, large group, and school age child care programs to ensure that equipment, materials, and the school environment are maintained in a sanitary condition. The regulations further provide that sanitizing and disinfectant solutions

used in the child care environment must be either a bleach solution prepared by the licensee or a commercially prepared disinfectant that has been registered as a sanitizing solution by the Environmental Protection Agency (EPA). This policy provides additional information regarding the means, methods and frequency of cleaning, sanitizing and disinfecting required to comply with these regulations. The goal of safe cleaning is effective germ control using the safest amount of cleaning, sanitizing or disinfecting product. See Annexure A, D, F and G attached.

2.1 In accordance with Department of Public Health (DPH) recommendations, cleaning, sanitizing and disinfecting must be completed as follows:

1. Cleaning alone is sufficient for some surfaces. Cleaning means to physically remove dirt, debris and sticky film from a surface by scrubbing, washing, wiping and rinsing. Cleaning is done with regular (not antibacterial) soap or detergent and water. Handtowels, washcloths and other coverings, and machine washable fabric material must be cleaned and dried before use by another child, and at least weekly. Wash cloths used for multiple purposes should be cleaned and dried after every use. These items do not need to be sanitized or disinfected.

2. Sanitizing or disinfecting must follow cleaning as required. Cleaning first allows the sanitizing or disinfecting product to come in contact with the surface.

3. Sanitizing (after cleaning) is the proper treatment for most equipment and surfaces in education and care programs. Sanitizing surfaces destroys enough germs to reduce the risk of becoming ill from contact with those surfaces.

4. Disinfecting (after cleaning) is the proper treatment for surfaces or equipment where safe contact requires a more powerful response to germs. Disinfecting is the proper treatment for equipment and surfaces that are involved with toileting and Special Precautions.

5. Special Precautions treatment requires that surfaces or equipment exposed to blood, vomit or cough spills be disinfected (with the standard disinfectant solution) while wearing gloves and facial masks.

6. Sponges must not be used for sanitizing or disinfecting.

7. Surfaces and equipment must air dry after sanitizing or disinfecting. Do not wipe dry unless it is a product instruction.

8. Small items requiring sanitizing may be dipped in a container for that purpose filled with sanitizing solution and allowed to air dry, or may be washed and dried in dishwasher.

9. All sanitizing and disinfecting solutions must be labelled properly to identify the contents; kept out of the reach of children; and stored separately from food items. Do not store sanitizing and disinfecting solutions in beverage containers.

## 2.2 Frequency of Sanitizing and Disinfecting

***The following item must be cleaned and sanitized daily, before and after each use: Cleaned and Sanitized:***

• All surfaces used for eating, including the kitchen areas in the Staffroom, Staff courters, Consumer study classes and Activity centre.

***The following items, equipment and surfaces must be cleaned and sanitized or disinfected after each use: Cleaned and Sanitized:***

• Thermometers for checking temperature of learners showing symptoms of the virus

• Water bottles, eating & drinking utensils and dishes, and preparation utensils

• Mops, cloths, or other cleaning equipment when not used for cleaning body fluids.

***Cleaned and Disinfected:***

• Sinks and faucets used for hand washing

• Mops, cloths, or other cleaning equipment used for cleaning body fluids

**The following items, equipment and surfaces must be cleaned and sanitized or disinfected at least daily: Cleaned and Sanitized:**

• Sinks and sink faucets (except when used following toileting activities)

• Drinking fountains or machines

• Desk tables, chairs and door knobs

• Smooth surfaced, non-porous floors. All spills or accidents must be cleaned up immediately.

***Cleaned and Disinfected:***

• Toilets and toilet seats

• Sinks and sink faucets used after toileting activities

## 3. Management of Covid-19

3.1 The following procedures serve as guidelines in coordinating applicable responses to manage reported cases of confirmed (according to laboratory tests) and/or suspected cases of the transmittable Covid-19 Coronavirus among staff, educators and learners (also refer to Annexure B and E attached):

(a) Information and educational and communication material on the causes, symptoms and preventative measures with regard to the Covid-19 Coronavirus must be distributed among staff, learners and parents. This may occur in the form of pamphlets, posters, presentations and seminars.

(b) Ongoing counselling on basic hygiene must occur, such as no hand shaking allowed, holding one's bent elbow in front of your mouth when coughing/sneezing, regularly washing your hands for at least 20 seconds with soap and water or the alternative use of hand sanitizer, keeping your social distance of at least 1,5 meters between persons, compulsory wearing of face masks, etc.

(c) Ill learners and staff are requested to stay home until they have recovered. Should they develop any worrying symptoms, such as a fever, dry coughing, breathing difficulties, serious tiredness, sore throat, aches and pains, chills, headaches, muscle pains or paleness, they must consult a doctor immediately.

(d) Health officers must be invited to address learners, parents and staff in the case of the Covid-19 pandemic outbreak. This must be done to allay the community's fears and misconceptions, and to offer advice on preventative measures.

3.2 Reporting confirmed or suspected cases

3.2.1 Parents must inform the school principal immediately if their child or any member in the family tests positive for the Covid-19 virus.

3.2.2 Should any learner complain of feeling sick, this must be regarded as serious.

3.2.3 Learners who fall ill or start showing symptoms of the Covid-19 virus at school must be confined to a sick bay (in isolation, if needed) until their parents come to fetch them from school. Complete Annexure C: Covid-19 report form.

3.2.4 Parents are requested to keep ill children at home until they have recovered.

3.2.5 Children tested positively for the Coronavirus must be kept in self isolation at home for at least 14 days until they have recovered.

3.2.6 The school principal must report any confirmed or suspected cases of the Covid-19 virus to the district office and provide a list of all contacts.

3.2.7 Information on the learner, the condition, date of diagnosis, health institution and other relevant data must be noted and stored away safely.

3.2.8 Confidential medical information will at all times be treated as such, and no learner shall be stigmatised.

3.2.9 The school principal must monitor abnormal school absenteeism or any sign of escalated symptoms of the Covid-19 virus among staff and learners.

3.3 After having consulted the relevant provincial and/or district officials, the school principal may issue a notice to inform parents of the outbreak of the Covid-19 disease at the school, as well as the steps already taken to prevent its further spread.

3.4 In certain cases, the administration of isolation to persons who had been in close contact with infected individuals may be ordered. In such cases, parents may be requested to grant permission/indemnification for the administration of the testing and treatment by a qualified health practitioner. If the parents cannot be reached, the school principal shall act *in locus parentis*.

**4. Health education**

4.1 Health education is an important part of the school's health activities, and offers the best opportunity to influence learners' immediate and long-term health behaviour. Health education and the promotion of health activities shall be integrated with the school curriculum as far as possible.

4.2 Issues covered by the promotion of health and education include the following:

- Life skills
- Environmental health, including water and sanitation
- A healthy lifestyle and social distancing
- Self-sufficiency for learners with the Covid-19 disease

**5.** See also Annexure A: Standard precautions, Annexure B: Checklist, Annexure C: Covid-19 report form, Annexure D: Cleaning and hygiene, Annexure E: Covid-19 Decontamination process, Annexure F: How to clean and disinfect and Annexure G: Facility checklist attached. These documents must be strictly implemented and followed during the Covid-19 risk period.

**6.** Any person who contravenes this policy may be removed from the school grounds.

SIGNED AT **BRACKENFELL** ON THIS **20th** DAY OF **MAY** 2020.

J.W. Muller

Governing body Chair

School Principal

**ANNEXURE A: STANDARD PRECAUTIONS**

## *Precautions for staff and learners dealing with Covid-19 virus*

To minimise the risk of acquiring the Covid-19 Coronavirus, the standard precautions to be adopted are as follows:

- Learners, staff or visitors entering the school building must immediately be sanitised, screened and an infrared non-contact forehead thermometer will be used by the health officer or nurse for a body temperature check. Persons showing symptoms of the Covid-19 virus with an abnormal fever will not be allowed to enter the school building. The health officer will immediately phone the parents or the emergency helpline to attend to these learners or staff.
- Only three entrances will be open to gain access to the school building in the morning when staff and children arrive. The main front door entrance will be reserved for staff, deliveries and parents collecting their children showing symptoms of the virus or for the payment of school fees. The entrances at the back of the school nearest to the bookstore at room 110 and nearest to the gr 12 girls bathroom at room 111 will be reserved for the learners. Compulsory suitable face masks must be worn, temperature checks must be conducted and hands must be sanitised before you may enter. All other entrances will only be open after admin and after all the learners and staff were screened, sanitised and temperature checked for the day.
- Visitors to the school will be screened at the main entrance by the security official on duty. Visitors will only be permitted if rendering essential services, parents collecting learners falling ill or showing symptoms of the virus or paying school fees. We encourage parents to rather make use of EFT payments or debit orders to settle their outstanding school fees. Compulsory face masks must be worn, temperature checks must be conducted and hands must be sanitised before they may enter. A sign in register must be completed by all visitors indicating their full details: name, surname, address, contact number, reason for visiting and temperature reading.

- Encourage learners, young people and adults to perform social distancing of at least 1,5 meters. No hugging, shaking hands or having any other “direct contact” with others will be permitted between learners, teachers and staff.
- Change seating plans so that learners’ chairs or desks are at least 1 meter apart and no sharing of desks are allowed.
- Ensure that there is good ventilation at all times in classrooms and offices by opening the windows or make use of air conditioning where available .
- No large gatherings such as school assemblies, parent evenings, sport gatherings, etc. in the school hall, activity centre or on the pavilion will take place for the foreseeable future.
- Wash hands thoroughly (at least 20 seconds) with soap and water or hand sanitizer before and after entering the school premises or classroom, when visiting the bathroom and during breaks.
- Every single classroom and office must be equipped with hand sanitiser and staff members and teachers must wipe down desks with cleaning agents.
- Every bathroom must be equipped with antiseptic hand wash soap or sanitizer. An allocated cleaner will clean and disinfect the bathrooms on a daily base. Cleaning must be recorded on a sign off sheet that must be filed in the sanitising file.
- Learners and staff will be encourage to bring where possible their own hand sanitizer to school. Clearly mark and keep your personal sanitizer with you at all times.
- Sanitising stations will be placed in hot spot areas on the school premises. Learners and staff will be encourage to stop at these stations and sanitize in between class periods or breaks.
- Learners and staff are expected to have suitable face masks and wear it at all times while interacting with people at school. Clearly mark and keep your face mask with you at all times. Make sure that your face mask is firmly in place when you interact with learners, teachers, staff members or visitors. Do not touch your mask, eyes, mouth or face during the day, only use the cord to fasten your mask and to keep it in place. No inappropriate face masks will be allowed.
- Always use the compulsory, recommended protective equipment (e.g. gloves and face masks) as necessary to prevent skin and mucous-membrane exposure (e.g. eyes or face).

- A designated sanitising team will be selected to manage the cleaning, sanitising and disinfecting of the school premises. The sanitising manager or health officer in charge will record all incidents in a sanitising file. All persons showing the symptoms of the Covid-19 virus must immediately be referred to the sanitising manager or health officer for a screening and temperature check.
- A mobile clinic/ health station will be put into place by the sanitising team with a nurse or trained health officer that will conduct regular temperature checks on learners and staff. The health officer must keep a sanitising file where all incidents must be recorded.
- Learners, staff or visitors showing symptoms of the Covid-19 virus must be isolated immediately and an infrared non-contact forehead thermometer will be used by the health officer or nurse at the mobile clinic for a body temperature check. The health officer will immediately provide the person with a surgical mask and phone the parents or the emergency helpline to attend to the person showing symptoms with an abnormal fever and to make arrangements for COVID-19 testing at the closest testing centre.
- The conference room between the staff room and the school hall will be reserved as an isolation room. Learners referred to the isolation room, must stay there until the health officer or nurse on duty authorise their safe dismissal.
- All learners or staff on returning to work after isolation or quarantine period, should follow general work restrictions that include: undergo medical evaluation to confirm that they are fit to work, wearing of surgical masks at all times while at work for a period of 21 days from the initial test, implement social distancing measures as appropriate, adherence to hand hygiene, respiratory hygiene, and cough etiquette, continued self-monitoring for symptoms, and seek medical re-evaluation if respiratory symptoms recur or worsen.
- Wear gloves and face masks wherever there is a potential risk of exposure to the Covid-19 virus or when performing temperature checks on a person showing symptoms of the virus, and wash hands with soap and water after removing the gloves and face mask (ensure a readily available supply of gloves). An alcohol-based hand rub or echo sanitizer may be used when hand-washing facilities are limited or unavailable, but every effort must be made to wash hands with soap and water as soon as practicable.

- Soap and water are predominantly recommended for cleaning. Soap is a better wetting agent and cleans more thoroughly than hypochlorite (commonly found in household bleach), overuse of which is not recommended. Viruses do not live on dry surfaces; therefore, drying with a paper towel is recommended.
- If staff or learners are exposed to the virus, wash the area with soap and water, and report the matter to the principal or health officer. Seek medical attention.
- Use standard cleaning equipment (mop, bucket and disposable cloth with detergent and water) for cleaning up infected areas. Wipe the area with a paper towel, and allow the surface to dry. If the soiled surface is porous and difficult to clean, a solution of 0,5% sodium hypochlorite must be applied after cleaning. Soaking a paper towel in the sodium hypochlorite solution and leaving it in place for 10 minutes may achieve this. A number of household bleaches contain sodium hypochlorite and can be diluted to the required strength. Gloves must be worn.
- Seal soiled cloths, paper towels, gloves and dressings in a strong plastic bag before disposal into the domestic garbage.
- Clothing contaminated with the Covid-19 virus should be removed as soon as practicable and contaminated items placed in a sealed bag until laundered.
- Care must be taken if any objects come into contact with contaminated areas. Objects contaminated with the Covid-19 virus should be cleaned and disinfected immediately.
- It will be the parents' responsibility to ensure safe transport of their children to and from school. Please ensure that all modes of transport used are properly sanitised.
- Parents must supply their children with proper and appropriate face masks. No offensive face masks will be allowed. Disposable paper face masks must be replaced every day and cotton masks must be washed regularly after every days' use.
- In order to prevent the virus from spreading, an immediate lockdown will be put into place, should any learner, staff member or visitor to the school test positive for the virus. The WCED district office and relevant health care authorities will be contacted immediately.

- No school activities will resume after a lockdown ordered by the principal and authorised by the WCED district office for positive testing, unless the school building has not been deep cleaned, properly sanitized, disinfected and we have received clearance from the relevant health care authorities.
- Learners who disobey the Covid-19 policy and protocol will be dealt with immediately. First offenders will receive a warning, send to the disciplinary officer who will phone their parents to inform them about the seriousness of the transgression and the learner must remain in the time out class for one period. Second offenders will be send to the disciplinary officer who will phone their parents to collect their child. A written warning will be issued and the parents, at their own expense, must immediately take their child for a Covid-19 test by a registered health official. The learner must stay at home until the results are available that certify the learner being negative and safe to return. Third offenders will be send to the disciplinary officer who will phone their parents to collect their child. A final written warning will be issued and the parents, at their own expense, must immediately take their child for a Covid-19 test by a registered health official. The learner must stay at home until the results are available that certify the learner being negative and safe to return. This case will also be reported to the SGB and the WCED district office. The learner may be suspended for a maximum of 7 school days and a disciplinary meeting will be scheduled according to the code of conduct.
- No extramural activities, including sport and cultural meetings will take place after school until further notice.
- The tuck shop will remain closed until further notice and authorization received by the National Government.
- After care may continue under strict Covid-19 precautionary measurements.

**ANNEXURE B: CHECKLIST**

1. The principal must ensure that a sanitising team and manager/ health officer or nurse with adequate first-aid services, including digital infrared thermometer, gloves and face masks are available at a designated screening area or mobile clinic for the immediate treatment or care of a learner, staff member or visitor who shows symptoms of the Covid-19 virus.
2. The principal must also ensure that:
    - first-aid sanitising, screening and temperature check plans and procedures are developed and implemented by the sanitising team. These are to be based on an assessment of:
        - the hazards at the school or during a school-organised activity;
        - the risk of spreading the virus or infection as a result of those hazards;
        - the size and layout of the school or activity;
        - the distance to the nearest medical or ambulance service; and
        - the number of people at the school or participants in the school-organised activity;
    - procedures for a Covid-19 medical emergency are understood by all staff;
    - there are a suitable sanitising screening area/ mobile clinic with first-aid facilities and equipment available on the school premises or wherever a school-organised activity is taking place;
    - a staff member is identified to be in charge of sanitising team, first aid, and is provided with the relevant training. (The person in charge of sanitising team and first aid must act in this role voluntarily);
    - suitably stocked sanitising equipment and first-aid kits are available and their locations known to all staff; and
    - all cases are recorded and written reports maintained in a sanitising file. Covid-19 cases must be handled immediately. Phone the emergency helpline to assist and make use of Annexure C: Report form attached.

**ANNEXURE C: COVID-19 REPORT FORM**

Date of incident:_____Time of incident:_____

Name of person(s) involved:……
……

Incident at:……
……

Address:……
……
……
……

Cause of the incident:……
……
……
……
……
……

Name of person(s) handling the incident:……

Address:……
……
……

Name of person(s) witness to the handling of the incident:
……
Address:……

……

Nature and symptoms reported of the incident:……..

……
……

……
……..

Subsequent action and isolation treatment:……

……
……

……
……

……
……

……
……

……

Parent advised: ***Yes / No*** Method of

advice:……

Signed

by:……Date:…….

Job

Title:……..

Address:…….

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## ANNEXURE D: CLEANING AND HYGIENE

Brackenfell High School understands that Health & Hygiene is fundamental in supporting of good hygiene practices, learner and food safety.

**1** The cleaning and sanitation chemicals used
**2** Detailed cleaning procedures will be compiled and implemented.
**3** The Cleaning Schedule will include all areas and items to be cleaned.
**4** Training will be provided on cleaning techniques, chemical applications, dilutions, hazards and warnings.
**5** Cleaning chemicals will be stored in a safe and designated area / store. Chemical usage will be controlled using the appropriate record.

The concepts of sanitation, hygiene, cleaning and disinfection are very broad and to a considerable extent overlap with each other, so for the purpose of this document we will assume that:
SANITATION refers to all the processes and principles which are applied to ensure that the facility is kept at an acceptable level in accordance with (official health) regulations.

HYGIENIC refers to a condition that includes the concepts of “clean” and “safe

CLEANING refers to the on-going process of cleaning which takes place throughout the day and night – 24/7 operation.

DISINFECTION refers to the process of sterilisation by which micro-organisms and their spores are killed or inactivated so that they cannot spread to other objects and contaminate them.

| | |
|---|---|
| Cleaner Confirmed Training done: | |
| Full name & Surname: | |
| Cleaning Section: | |
| Date: | |
| Time: | |
| Signature of cleaner: | |

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# ANNEXURE E: COVID-19 DECONTAMINATION PROCESS

**C.O.V.I.D-19** has put a whole new spin on "defensive sanitation" and realistically is going to be the "buzz-words" for months to come. Brackenfell High School has teamed up with Neutra-Lyte to provide a decontamination process if necessary.

## HOW LONG CAN COVID 19 SURVIVE ON A SURFACE?

- Reports have shown COVID 19 can survive from 2 hours to 9 days on surfaces.
- 3 days on plastic and stainless steel
- 24 hour on cardboard
- 4 hours on copper surfaces

## CONFIRMED CASE AT A LOCATION:

- Premises to be evacuated immediately.
- Service provider to be contacted.
- School can be back to normal operations within **12 hours.**

### What is Neutra-fog?

Neutra-fog uses FIP – Fog in Place® technology in combination with Neutra-lyte, our sanitizing product solution.
Neutra-fog FIP – Fog in Place® is the process of sanitizing and sterilizing three-dimensional spaces and surfaces through the fragmentation of biocide solution into billions of micro particles that stay suspended in the confined space and maintain surface contact for long periods of time. The process is ideal for use in food storage tanks (aseptic and sanitary), food storage rooms (packing houses), food processing rooms (meat de-boning rooms, filling rooms, freezer rooms), and virtually any confined 3D space and contact surface.

### Benefits of Fogging

1. Like it or not, we're fighting a germ war, and always have been. Now though, clients, public and service providers are more aware of the risks, and we have better weapons at our disposal.

2. Chemical or bio-fogging has been around a long time as a way of sanitising interior spaces in buildings. But what once was a highly specialised (and costly) cleaning technique for clean rooms, hospitals and the food processing sector is now seeping into the mainstream.

3. Advances in biocidal technology have bypassed these problems so that bio-fogging is now known to be both safe and effective. In practical terms, not only is it now far more straightforward to carry out fogging, we can demonstrate how effective it is through simple before and after tests.

4. The other big factor is the growing demand for infection control and enhanced cleaning services. As a society we are now all too aware of the risks posed by the winter Norovirus vomiting bug, MRSA infections in hospitals, and less regular but potentially lethal swine and bird flu pandemics. At times of heightened risk, hand sanitisers moved from hospital entrances into corporate offices, and are now increasingly commonplace.

5. Managing these risks falls burdensomely on the facilities manager, where they serve large employers and patrons. They understand the impact on their business of high levels of sickness. The employee and patron well-being agenda has focused further attention on how the workplace is serviced and service related industries, and on the importance of cleaning, indoor air quality and hygiene.

6. From schools and universities to retail, residential and hospital, premises managers are responding to these higher expectations and their organisations' duty of care to staff, students, patrons and everyone using their facilities.

7. The biocide particles in the mist or fog are so small that they remain suspended in the air long enough to kill airborne viruses and bacteria. The biocide also eliminates pathogens on surfaces, including ceilings and walls as well as furniture and floors.

8. An advantage with fogging is that the sanitising agent reaches areas that may be difficult to clean with other techniques. Penetration into some nooks and crannies may be limited by obstacles, but in most cases it's not necessary to move furniture or equipment around before or during the cleaning process.

9. Whereas previously, the chemicals used in fogging could adversely affect materials such as plastic, fabrics and metal – causing corrosion over time – this is no longer a concern.

**Is Fogging practicable and safe?**

The fogging process is rapid and efficient. FMs will probably be aware that formerly, an area might be sealed off for days at a time for fogging. Now sanitisation takes a matter of minutes. To avoid disruption and risk of allergic reactions, areas do need to be clear of people. So, it should be done outside of working or opening hours, overnight for example.

While the biocide is not toxic, there is always a risk of allergic or other reactions for those present during the fogging operation. As a responsible service provider, we ensure all staff wear the recommended PPE for the agent used.

We favour a water-based anti-microbial and steriliser that is non-hazardous, clear and odourless, non-corrosive, harmless to the environment and requires no rinsing. No special requirements apply either for protection against spillages or during handling or storage.

**When and where is fogging justified?**
The most obvious scenario is the response to an infectious outbreak. But given the benefits of sanitisation – and the heavy cost to organisations and people in lost output, disruption and welfare when infection spreads – we recommend having areas fogged as per our recommendation after initial consultation to achieve a good level of protection.
That advice is especially germane where people may be more vulnerable to bacterial or viral infection.
All of us at Neutra-fog are responsible for managing or cleaning of the buildings where people work, study, visit or live and we need to be prepared to combat a germ attack, preferably by taking proactive measures.

**How does it work?**
FIP - Fog in Place® technology allows the end-user to work with a fog comprised of "micro particles" rather than a liquid solution typically used in a conventional process. The micro particles are formed by fragmenting liquid solution into billions of particles with an average particle size of 0.7 micron. Although the micro particles are still in a liquid form, they behave like a gas.
Important characteristics of Neutra-fog Fog in Place® technology:
- • Forms a large number of micro particles using a small volume of liquid
- • Particle sizes less than 1 micron provide greater surface area available for contact
- • Micro particles have low weight, inertia and gravitational attraction, thereby allowing them to remain suspended for long periods of time and providing long contact times between the biocide solution and surfaces
- • Higher levels of biocide solution deposition per food contact surface area
- • Dispersion of biocide solution in complex areas with inaccessible geometries

**The Behaviour of the “Micro Particle”:**
Micro particles are generated through FIP equipment, causing the cold vapour molecules to be released into the atmosphere. The net result is a thick haze of suspended droplets (micro particles) that can diffuse into complex geometries and can be in contact with desired surfaces for a long period of time. Conventional technologies employ larger sized liquid droplets that cannot achieve the same contact time and coverage because of their higher weight.

**Why Neutra-fog is efficient:**
For efficient sanitization or sterilization of a three-dimensional space (tubing, tank, equipment, rooms, etc.), the sanitizer/sterilant must be in contact with surfaces and must fill up the entire space to prevent both surface and airborne contamination. Typically, in order to achieve complete decontamination, the entire three-dimensional space is flooded and/or sprayed with the liquid biocide solution. T
This requires large amounts of water, energy, chemicals, time, and often results in the generation of a large waste stream. In manual processes involving rooms and equipment it is quite difficult to achieve 100% coverage and failure is likely to occur. With Fog in Place® technology, the Neutra-lyte biocide solution is available in the form of micro particles that have a greater ability to achieve 100% coverage in shorter periods of time. Initially, the three- dimensional space is saturated with the fog of liquid biocide solution. Eventually the fog particles condense onto the contact surfaces.

Condensation results in the deposition of a uniform microfilm of Neutra-lyte solution on contact surfaces. Though the “microfilm” uses a small amount of liquid disinfectant, it has a sufficient quantity of biocide solution for decisive biocide action. By saturating the three-dimensional space with Neutra-lyte biocide solution Neutra-fog Fog in Place® technology enables us to disinfect the entire space, eliminating the chances of airborne contamination (air saturation with a biocide solution). Neutra-fog is a smart and sustainable way to perform 3-D space and surface disinfection as it uses only a fraction of the resources used in a conventional disinfection process. Moreover, the amount of waste generated is negligible — conserving resources required to treat the large volumes of waste produced during a conventional process.

**Accreditation and Testing:**
As a Disinfectant/Sterilant, Neutral Anolyte Biocide has greater killing power than Chlorine, Chlorinated Water, Chlorine Dioxide, Sodium Hypochlorite, Hydrogen Peroxide and Ozone. Neutra-lyte, Neutral Anolyte Biocide has proven to be virtually 100% effective in killing all microbial pathogens against which it has been tested. Fogging Trials have been done to evaluate the results of disinfection in hospitals, bacterial culture tests were performed on the floor, walls and other areas of the operating theater, and the number of colony forming units was used as an index of effectiveness. Benzalkonium chloride, alkyldiaminoethylglycine, sodium hypochlorite, glutaral and acidic electrolytic water were used for the operating theaters. The average disinfection effect was 90% or better for all disinfectants.
The testing, development of case studies results as a safe, environmentally friendly, powerful pathogen killer and degreaser is unquestioned and immense. ECA Technologies are now widely accepted solutions throughout Europe the United States of America, Australia, Asia and Africa.

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## ANNEXURE F: HOW TO CLEAN AND DISINFECT

### How to Clean and Disinfect Work Areas to Help Slow the Spread of COVID-19

**FOCUSSED AREAS**

***Classrooms**
***Offices**
***Staffroom**
***Tuckshop**
***Toilets**
***Kitchens**
***Guard house**
***Staff quarters**
***School hall**
***Activity centre**
***Cloakrooms**

**<u>Requirements</u>**

- Colour Coded Cloths/Brooms/mops
  - The IFH recommend using disposable cloths or wipes, or making sure that cloths are disinfected immediately after use using a bleach disinfectant or other disinfectant that kills viruses.
- WIPES

**CHEMICALS USED**

| | |
|---|---|
| ***Hand Sanitizer** | **: Neutra-Lyte** |
| ***All Surface Chemical** | **: Neutra-Lyte** |
| ***Tiles and Floors** | **: Neutra-Lyte** |
| ***Cutlery and Crockery** | **: Neutra-Lyte** |

**Difference between Cleaning, Sanitising and Disinfecting**

Cleaning, disinfecting, and sanitising are not the same. It is essential to understand the differences between these three steps to expertly carry out your purpose.

**Cleaning** removes dust, dirt, grime, and some germs from surfaces or objects. Cleaning does not kill bacteria but lowers their numbers and makes it difficult for viruses to survive and multiply, reducing the risk of infection.

Continuous cleaning should be done in all commercial businesses. High touchpoints or areas that are touched frequently by many different people should be cleaned even more often.

- Touchpoints
- Door handles
- Hand railings
- Bathroom fixtures
- Shared desks and chairs
- Water machines
- Shared keyboards

Using specific tools such as microfiber cloths and mops, high-efficiency filtration vacuums and steam cleaning machines can make help cleaning more effective.

A thorough ongoing cleaning program is significant in controlling the spread of infection. However, there are times when cleaning is just not enough. In most instances, cleaning should be done first, followed by either sanitising or disinfecting.

**Sanitizing** reduces germs on surfaces to a safe level to help decrease the risks of spreading infection. Sanitising is done through high heat or by using a sanitising product. Disinfecting is more effective if the surface is clean first. Sanitising is required by regulation in food service areas and child care centres.

**Disinfecting** kills most germs on surfaces. The process of disinfecting does not leave surface clean or removed bacteria which are why cleaning should be done first.

High-risks areas pose a higher risk of transmitting infections and diseases.

**How to Disinfect Door Handles?**

We all know that high touchpoints are breeding ground for germs and bacteria. Light switches and door handles are not an exception to this. Many people use disinfecting wipes because it seems convenient. Disinfecting requires the spot to be wet at a specific timeframe, and it will be difficult for you to achieve this with disinfecting wipes.

You need to choose a fast-acting disinfectant that will help you disinfect hard to reach surfaces. Again, the surface has to remain wet during the dwelling period to properly disinfect.

**Here are the steps on how to effectively disinfect door handles:**

- Clean the door handle and remove dust and filth.
- Apply the disinfectant with hand pump trigger spray. Spray a liberal amount at least six to eight inches away from the surface
- Spray the disinfectant until the door handle is covered and wet.
- Allow sitting for two minutes
- Air dry or wipe with a clean cloth

**How to Clean Your Frequently Touched Surfaces in Offices and Classrooms:**

Employees and learners stay in their respective workstations for at least eight hours a day. Keeping your workstation clean can help you eliminate germs and viruses that can cause illnesses.

**Computer keyboard** – based on studies, keyboards had more germs as compared to toilets.

**Here are some tips on cleaning your keyboard:**

- Unplug your keyboard
- Get a can of compressed air to blow off all the dust and debris seated at the bottom of the keyboard.
- Apply the disinfectant of your choice to a swab and wipe it in between keys
- Using a lint-free cloth, apply the disinfectant to the entire keyboard.
- The School Governing body are responsible for a clean and safe working space. They must protect their teachers, staff members and learners.

**Telephone** – whether you like it or not, your desk phone is a home for many germs and viruses. To clean it properly, you should:

- Unplug the phone
- Use a lint-free cloth with a cleaning solution and wipe all the surfaces carefully giving careful attention to the mouthpiece.
- After cleaning, get disinfecting wipes and wipe it all over the phone.

**Computers** – Once you are done with almost everything on your desk, you are now ready to clean your computer.

**Follow these simple steps to get a clean, germ-free computer:**

- Remove all the clutter from your desks.
- Get a disinfecting wipe and clean all computer surfaces that you can touch and reach.

Working in a properly cleaned and sanitised work environment is imperative, whether you work in the food industry, a hospital, or a biomedical lab. Keep in mind that particles left behind such as microbes or dust can easily transmit infections. When you need a safe work environment, do not simply wipe off a small surface on which to work. Take the time not only to scrub down the area thoroughly but also to sanitise and disinfect every surface.

If you are using an industrial cleaning solution, make sure to prepare it directly before use. Avoid using towels, rags, or other cleaning implements that are visibly dirty. Change the cleaning solution regularly if you are using it for an extended period.

It is our cleaner's job to ensure a safe and clean working environment. As a teacher or staff member, it is also your primary duty to observe proper hygiene to stop the spread of these killer germs. We want you to consider the points below and help you cleaner eradicate viruses from your workstation. Also, hygiene improves your productivity and well-being. Make sure to do hand hygiene as often as you can. Cover your nose with a tissue or sleeves when coughing or sneezing. Make sure to clean and sanitise your workplace too.

. **1. Prepare your cleaning tools**

Wear a surgical mask, disposable gloves and a bleach solution or appropriate disinfectant with indication of effectiveness against coronavirus. Keep the windows open for ventilation, and remember to avoid touching your face and eyes.

**2. Start to clean surfaces**

Prepare the disinfectant or bleach solution, and mop the floor of your workplace from one end to another. Use disposable cloths or rags to wipe toilet surfaces and frequently touched areas, such as handles, doorknobs, armrests, switches, etc.

Do not use a spray pack to apply disinfectant as it may create splashes which can further spread the virus.

**3. Finishing up**

Repeat mopping the floor of your office/work area or classroom from one end to another, but avoid going from uncleaned areas to cleaned areas, to avoid dirtying the cleaned area.

With your gloves and mask on, throw all used cloths, as well as other waste, into a double-lined plastic trash bag. Remove gloves and surgical mask, and then wash your hands with soap and water. Separate clean-up waste from other waste.

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# ANNEXURE G: FACILITY CHECKLIST

## Facility Cleaning & Disinfecting Checklist

| | | | GENERAL FACILITIES |
|---|---|---|---|
| Complete | In Progress | N/A | *Use a neutral detergent and disinfectant solution to clean and disinfect all hard surfaces, including:* |
| | | | Hand rails |
| | | | Door knobs/handles |
| | | | Elevator buttons |
| | | | Sinks & faucets |
| | | | Countertops |
| | | | Window sills |
| | | | Light switches |
| | | | Equipment controls |
| | | | Cabinet and file drawer knobs/handles |
| | | | Vending machines |
| | | | Chair arms |
| | | | Copier/printer/fax control buttons |
| | | | *Provide sanitizing solution or wipes to all departments and encourage all employees to sanitize surfaces that employees touch frequently:* |
| | | | Telephones |
| | | | Hands-free microphones |
| | | | Radios |
| | | | Hard-hats |
| | | | *Place sanitizing solution or wipes in company vehicles with a reminder to wipe down the following after each use:* |
| | | | Steering wheels |
| | | | Gear shifters |

| | | | BATHROOMS |
|---|---|---|---|
| | | | *When it is time to purchase or replace existing bathroom fixtures, consider installing hands-free devices, such as:* |
| | | | Soap dispensers |
| | | | Toilet flushers |
| | | | Paper towel dispensors |

| | | | |
|---|---|---|---|
| | | | Sink faucets |
| | | | *Place reminders of importance of hand washing on all bathroom doors* |
| | | | *Ensure bathrooms are adequately stocked with:* |
| | | | Sanitizing soap |
| | | | Hand towels |
| | | | Toilet tissue |
| | | | *Frequently wipe down:* |
| | | | Faucet knobs |
| | | | Door handles |
| | | | Bathroom fixtures |
| | | | *Frequently collect and dispose of waste paper* |

Complete | In Progress | N/A

| | | | GENERAL SUPPLIES |
|---|---|---|---|
| | | | *Stock adequate cleaning and sanitary supplies, including:* |
| | | | Neutral detergents |
| | | | General purpose and bathroom cleaners |
| | | | Disinfectants |
| | | | Hand sanitizer |
| | | | Sanitizing wipes |
| | | | Tissues |
| | | | Rubber gloves |

Complete | In Progress | N/A

| | | | SUPPLY DISTRIBUTION |
|---|---|---|---|
| | | | *Provide antibacterial hand washing solutions, such as hand sanitizers, in all common areas,*<br>*including:* |
| | | | Central locations within work areas |
| | | | Break rooms |
| | | | Bathrooms |
| | | | Lobbies |
| | | | Copy rooms |
| | | | Cafeterias |
| | | | Waiting rooms |
| | | | Training rooms |