



Procedures for cleaning of Community Centres during COVID – 19

Procedure for cleaning community centre

Introduction

This is a procedure for employees to follow when carrying out cleaning duties within community centres once they are open for use by pre booked customers. This has been produced in line with Government guidance and will be made available to employees.

Buckinghamshire Council's responsibility regarding cleaning

The Council will ensure that the Centre is maintained in a clean state ahead of all bookings. The Council will ensure that there is an adequate supply of cleaning materials required for cleaning.

Before a booking, we will clean: -

1. Door handles
2. Flat surfaces
3. Sink and taps
4. Toilet seats and flush handles
5. Soap dispensers
6. Microwave, Zip boiler, Cooker
7. Mirrors
8. Bins (All bin lids will be removed to reduce contact points)

Cleaning following a booking: -

- PPE will be made available to staff
- All bins will be emptied following each booking
- All touch points will be cleaned with anti-bacterial spray and cloth. The cloth will be soaked in Dettol at the end of each booking and left to dry following use.
- Mop heads will also be soaked in Dettol in between bookings.
- Mop heads and cleaning cloths will be replaced as and when required
- Entrance mats can be sprayed with disinfectant following a booking
- We will be providing hand sanitiser for customer use at the entrance to the building only as hand washing facilities are available in the toilet and kitchen areas.



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Hirer's responsibility regarding cleaning

- the centre must be handed back in the same condition as before the booking
- the hirer is responsible for supplying any hand gel / wipes that they wish to provide for their sessions
- all cups / plates etc are to be provided by the booking
- sweat etc must be cleaned from floors