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COVID-19  
RETURNING TO SANCTIONED TRAINING  
SMALL GROUPS

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FACILITIES GUIDANCE & RESOURCES

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# FACILITIES

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Changing rooms & social areas will remain closed

No showering facilities

Medical & toilets only



All facilities will have been deep cleaned, cleaning schedule

Hand sanitisation points

May be reconfigured for better flow or new venue



## COVID – SAFE CHECKLIST



CRITERIA	ACHIEVED	NOTES
<b>FACILITY PREPARATION</b>		
Has the facility been 'thoroughly cleaned' in accordance with WHO or relevant public health authority guidelines?	<input type="checkbox"/>	
Is there a process for 'thorough cleaning' every 24 hours?	<input type="checkbox"/>	
Are there separate and clearly-marked entrances and exits?	<input type="checkbox"/>	
Are there dedicated and clearly identified hand-sanitisation and/or hand-washing/drying points (with suitable products/equipment) at each entrance and exit and at multiple other locations in the facility?	<input type="checkbox"/>	
Is there an appropriate stock of suitable products/equipment, for example hand-sanitiser, water, anti-bacterial soap and cleaning products?	<input type="checkbox"/>	

# CLEANING GUIDANCE

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- This guidance focuses on the safer management of toilets & medical facilities for use in the context of the Coronavirus pandemic.
- It is intended to help the owners and operators of toilets & medical rooms for public use to plan for the safer management of these facilities as the restrictions in Wales are lifted and to plan for the re-opening, where they have been closed.
- This guidance provides a framework for identifying the issues associated with the use of said areas for public use in light of the need for social distancing and cleaning/disinfecting to minimise the transmission of the virus.
- This guidance sets out additional principles for owners and operators to consider. It does not replace any existing health, hygiene, risk assessment or other requirements for the normal safe management of these areas.

# TOILETS .1

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## Prior to opening

- Conduct routine checks and take all measures appropriate to reopening after a prolonged closure e.g. consideration of requirements for legionella risk management due to stagnant water in plumbing systems
- Adjustments must be made such as signage, taping off areas and floor markings to ensure physical distancing and facilitate good hand and other hygiene
- Review all toilet and sanitary facilities (including disabled and baby change areas) to determine whether the fixtures and fittings are in good working order and replace or repair if not
- Consider the need for additional waste management arrangements
- Ensure all staff are adequately trained on cleaning arrangement and signed off accordingly

# TOILETS .2

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## Enhanced cleaning

- Frequency – should be increased beyond what has been the case before COVID-19 and should be based on a risk assessment which includes both the usage of the facility and the fact that COVID-19 survives on the hard surfaces present in toilets for at least 72 hours
- Products used – should be a disinfectant not detergent-based product
- Areas of particular concern – it is important that attention is paid to frequently touched areas including toilet flush, toilet seat, toilet locks and handles, taps, paper towel and soap dispensers and door handles on access/entry
- Enhanced monitoring of facilities will be required to ensure hygiene is maintained
- Clearly display enhanced cleaning rota and ensure it is adhered to i.e. a documented record that the checks have been carried out for the public to see

# TOILETS .3

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## Enhanced cleaning

- The cleaning rota should be supplemented with a cleaning schedule or similar procedure log that details the manner and frequency of cleaning of the various surfaces
- Remove any unnecessary or communal items within the facility (e.g. ornaments or cosmetic items) to facilitate cleaning
- Ensure that if a staff key fob or key is required to access the facilities this is cleaned between uses
- PPE should be provided where needed in line with Health Protection Wales – e.g. gloves for emptying the rubbish bin or cleaning
- Staff should be trained in appropriate cleaning methods for sanitary areas and the use of the equipment and products for cleaning and disinfection
- Special care should be taken with the cleaning of portable toilets – if applicable

# TOILETS .4

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## Equipment

- Reusable equipment should be removed and replaced with disposable (e.g. fabric towels, baby-changing mats)
- Cleaning materials for surfaces should be provided (e.g. antibacterial wipes for baby change areas)



# TOILETS .5

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## Communication

- Use signs and posters to: build awareness of good handwashing technique and reinforce the need to increase handwashing frequency, to avoid touching your face; and to cough or sneeze into a tissue, which is binned safely, or into your arm if a tissue is not
- Utilise the following posters: - catch it, bin it, kill it, hand washing & hand sanitising
- Consider providing a contact number for the public to use should they have any concerns regarding cleanliness (e.g. if the facility has been heavily soiled between cleans). Use signage to tell the public what to do if someone falls ill with suspected COVID within a toilet facility
- COVID-19 can present with diarrhoea and or vomiting therefore it is important to have a mechanism to ensure the facility can be closed and adhoc cleaning can be arranged should the need arise

# TOILETS .6

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## Hand Hygiene

- Provide liquid soap and ensure there is adequate stock at all times
- Consider providing hand alcohol based sanitiser dispensing units
- Consider adjusting the time that push/sensor taps are on to encourage 20 seconds of hand washing
- Provide hand-drying facilities – either paper towels with appropriate and frequent waste disposal as opposed to electric hand driers
- Reduce the requirement for surfaces to be touched once hands have been washed on the way out of facilities e.g. prop open exit door
- Consider providing hand sanitiser gel at the entry and exit from the facility. With adequate hand washing, the contamination of contact surfaces on leaving the facilities should be minimised. However, we know that many people do not wash their hands properly
- Use open or foot lever operated bins in order to minimise hand surface contact, ensure bins are change as per cleaning schedule

# TOILETS .7

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## Physical distancing

- Operators should consider how to limit the number of people within facilities with multiple stalls/urinals e.g. with signage on the door instructing users to wait outside if they find that the facilities are occupied
- If space is of a premium consider using a vacant/engaged customer operated sign to entrance door
- Physical distancing should be maintained by way of signage and floor markings
- Consider whether additional measures such as physical barriers are required e.g. cubicles provide barriers but wash basins and urinals (trough urinals, in particular) will require greater consideration
- Consider whether distances between equipment e.g. hand basins are sufficient and consistent with physical distancing policy
- Consider the route to and from toilets, in particular how to maintain physical distancing and cleaning of possible touchpoints
- Use one-way systems where this is possible

# TOILETS .8

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## Ventilation

- Consider propping open doors to limit hand contact point if possible and increase air flow
- Open all necessary window to increase air circulation

## Essentials

- COSHH data sheets & task cards to be obtained when purchasing new chemicals
- Blue roll to be used only when cleaning – no re-usable cloths
- When purchasing any chemical cleaning liquid, ensure you check recommended contact time of products. E.g Desguard 20 product recommends a 5 minute, minimum surface contact time due to COVID-19
- Alcohol based sanitiser to be used
- Staff sign off on the above vital for due-diligence

## Prior to opening

- Conduct routine checks and take all measures appropriate to reopening after a prolonged closure e.g. consideration of requirements for legionella risk management due to stagnant water in plumbing systems
- Adjustments must be made such as signage, taping off areas and floor markings to ensure physical distancing and facilitate good hand and other hygiene
- Review all medical facilities to determine whether the fixtures and fittings are in good working order and replace or repair if not
- Consider the need for additional waste management arrangements
- Ensure all staff are adequately trained on cleaning arrangement and signed off accordingly

## Enhanced cleaning

- Frequency – should be increased beyond what has been the case before COVID-19 and should be based on a risk assessment which includes both the usage of the facility and the fact that COVID-19 survives on the hard surfaces present for at least 72 hours
- Products used – should be a disinfectant not detergent-based product
- Areas of particular concern – it is important that attention is paid to frequently touched areas including beds, mattresses and handles, taps, paper towel and soap dispensers and door handles on access/entry
- Enhanced monitoring of facilities will be required to ensure hygiene is maintained
- Clearly display enhanced cleaning rota and ensure it is adhered to i.e. a documented record that the checks have been carried out for the public to see
- The cleaning rota should be supplemented with a cleaning schedule or similar procedure log that details the manner and frequency of cleaning of the various surfaces

## Enhanced cleaning

- Remove any unnecessary or communal items within the facility (e.g. ornaments or cosmetic items) to facilitate cleaning
- Ensure that if a staff key fob or key is required to access the facilities this is cleaned between uses
- PPE should be provided where needed in line with Health Protection Wales – e.g. gloves for emptying the rubbish bin or cleaning & plastic apron & masks when in close proximity of patients
- Staff should be trained in appropriate cleaning methods for area and the use of the equipment and products for cleaning and disinfection
- Special care should be taken with the cleaning of medical beds

### Recommended cleaning products

- Desguard 20
- Drysan OXY
- Single use cleaning wipes

# MEDICAL .4

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## Enhanced cleaning

- Reusable equipment should be removed and replaced with disposable (e.g. fabric towels, pillows)
- Ensure that towelling couch covers are not utilised
- Replace towels after each treatment and ensure they are laundered appropriately
- Avoid the use of pillows unless the cover can be changed between each treatment
- Clean all equipment and beds before and after each treatment

## Communication

- Use signs and posters to: build awareness of good handwashing technique and reinforce the need to increase handwashing frequency, to avoid touching your face; and to cough or sneeze into a tissue, which is binned safely, or into your arm if a tissue is not
- Utilise the following posters: - catch it, bin it, kill it, hand washing & hand sanitising



## Hand Hygiene

- Provide liquid soap and ensure there is adequate stock at all times
- Consider providing hand sanitiser dispensing units
- Consider adjusting the time that push/sensor taps are on to encourage 20 seconds of hand washing
- Provide hand-drying facilities – either paper towels with appropriate and frequent waste disposal as opposed to electric hand driers
- Reduce the requirement for surfaces to be touched once hands have been washed on the way out of facilities e.g. prop open exit door
- Consider providing hand sanitiser gel at the entry and exit from the facility. With adequate hand washing, the contamination of contact surfaces on leaving the facilities should be minimised. However, we know that many people do not wash their hands properly

## Physical distancing

- Operators should consider how to limit the number of people within facilities with multiple beds e.g. with signage on the door instructing patients to wait outside
- Physical distancing should be maintained by way of signage and floor markings
- Consider whether additional measures such as physical barriers are required e.g. screens provide barriers in venues with multiple beds
- Consider whether distances between equipment e.g. beds, are sufficient and consistent with physical distancing policy
- Consider the route to and from medical room, in particular how to maintain physical distancing and cleaning of possible touchpoints
- Use one-way systems where this is possible
- Advise Medical staff member to wear appropriate personal protective equipment (PPE)

## Ventilation


- Consider propping open doors to limit hand to surface contact points if possible and increased air flow
- Open all necessary windows to increase air circulation

## Essentials

- COSHH data sheets & task cards to be obtained when purchasing new chemicals
- Blue roll to be used when cleaning – no re-usable cloths
- When purchasing any chemical cleaning liquid, ensure you check recommended contact time of products. E.g Desguard 20 recommends a 5 minute, minimum surface contact time due to COVID-19 – Drysan OXY is 30 seconds and wipes are instant in most cases.
- Alcohol based sanitiser to be used
- Staff sign off on the above vital for due-diligence

# CLEANING EQUIPMENT



Product	Specified	CODES	Size	BEST PRICE	SIZE	SUPPLIER	COMMENT	
Hand sanitiser	Individual pocket size small bottles		50 ml	£1.30	60ML	Evans Pharmacy		
	Mobile bottles		500ml	£5.00	500ml	Evans Pharmacy		
	Touch free dispenser	HFTD4170	1 litre (hold)	£69.50	1 litre hold	Alliance		
	hand sanitiser for touch free dispenser	SPCS0001	5 Litre	£31.00	5 Litre	Alliance		
	Free standing Hand Sanitiser unit	WHSS0123		£125		Alliance		
Hand soap	Soap dispenser	CCDD0018	Standard size	£9.00		Alliance		
	Hand soap for dispenser	CDCC00009	1.3 litre	£7.16	1.3 litre	Alliance	Pack of 4 - £28.64	
Paper towels and holders	paper towel unit	HHZD0012		£10.00		Alliance		
	Paper towels	HTCP0005	24x100	£13.76		Alliance		
Sanitiser	<b>OPTION 1</b>							
	Trigger spray bottles - Aseptopol	CELABB46	1x12	£16.52		Alliance		
	pelican pump to fit 5ltr Aseptopol	CELABB62	EACH	£2.99		Alliance	CAN ALSO BE USED FOR POTS & PANS	
	Aseptopol	CELABA75	2x5 litre	£31.76		Alliance		
	<b>OPTION 2</b>							
	D10 Suma Bac All purpose cleaner disinfectant	CDC00082	1X5ltr	£16.52		Alliance		
	D10 Refill bottle kit 750 ml	CDB00107	1X6	£19.52		Alliance		
	<b>OPTION 3</b>							
	Vanoquat concentrated Disinfectant	CT014704	2X5ltr	£20.76		Alliance		
	pelican pump for above	CDpp0146	each	£5.76		Alliance		
	spray bottle	CSB02001	EACH	£1.35		Alliance		
	White spray bottle	CSB02016	EACH	£2.25		Alliance		
	<i>LABELS SUPPLIED FOR OPTION 3 TO STICK TO BOTTLES</i>							
	<b>OPTION 4</b>							
	Desguard 20 Ultra conc Cleaner/disinfectant	CELAB022	4X1 LTR	£65.08		Alliance	recommended for medical rooms	
DESGUARD 20 printed spray bottle	CELABB06	1X6	£9.49		Alliance			
Drysan OXY	CELAB823 liquid CELABB61 lance		4x5 litre	£142.16		Alliance	 <p>Recommend this product to sanitise everything (food safe) No PPE required - CAN BE USED IN MEDICAL ROOMS</p>	



# CLEANING EQUIPMENT

(for equipment cleaning)	Large pack of single use wipes		Large	£7.50	200 WIPES	physique	Recommend using the Drysan OXY instead
Paper roll	Blue roll pack	HWSP0003	1x6	£8.76	1x6	Alliance	
Personal protective equipment	Face mask		Box of 50	£17.50	1 x50	Evans Pharmacy	Would recommend the IIR at this point in time
	Fac mask (IIR)		Box of 50	£27.50	1x50	Evans Pharmacy	
	Gloves Medium	INGPF002	Box of 200	£8.50	1 x100	Alliance	
	Gloves Large	INGPF003	Box of 200	£8.50	1x100	Alliance	
	Gloves XL	INGPF004	Box of 200	£8.50	1x100	Alliance	
	Plastic apron		Large packs	£85	1x1000	Evans pharmacy	
	Plastic goggles	OEFI00002	each	£4.75		Alliance	
	plastic spectacles	OEFP0001	each	£4.95		Alliance	
	Level 3 PPE						
No touch infered thermometers		MTHE6000	each	£69.95		Alliance	

# DISPLAY POSTERS



**TOGETHER WE CAN BEAT THIS**

MORE THAN EVER IT IS IMPORTANT TO KEEP YOUR DISTANCE WHILST WORKING. SO WAIT FOR OTHERS TO LEAVE BEFORE ENTERING.

To help us with social distancing only 1 person should be in here at a time



## How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

⌚ Duration of the entire procedure: 20-30 seconds

1a Apply a palmful of the product in a cupped hand, covering all surfaces;

1b Rub hands palm to palm;

2 Rub palm to palm;

3 Right palm over left dorsum with interlocked fingers and vice versa;

4 Palm to palm with fingers interlocked;

5 Backs of fingers to opposing palms with fingers interlocked;

6 Rotational rubbing of left thumb clasped in right palm and vice versa;

7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8 Once dry, your hands are safe.

World Health Organization  
A World Without Better Health Care

Patient Safety  
A World Without Better Health Care

SAVE LIVES  
Clean Your Hands

## How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

⌚ Duration of the entire procedure: 40-60 seconds

0 Wet hands with water;

1 Apply enough soap to cover all hand surfaces;

2 Rub hands palm to palm;

3 Right palm over left dorsum with interlocked fingers and vice versa;

4 Palm to palm with fingers interlocked;

5 Backs of fingers to opposing palms with fingers interlocked;

6 Rotational rubbing of left thumb clasped in right palm and vice versa;

7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8 Rinse hands with water;

9 Dry hands thoroughly with a single use towel;

10 Use towel to turn off faucet;

11 Your hands are now safe.

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SAVE LIVES  
Clean Your Hands

## CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



## BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



## KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



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