



ENHANCED CLEANING PROTOCOLS

SITE SERVICES

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Introduction

The Site Services team continue to introduce changes to the cleaning regime in response to the COVID-19 pandemic. Various sources of information have been consulted during the development of these changes; from other Universities within the sector, to our service providers within the cleaning industry. This ensures the University is able to safeguard the health of all those that visit the campus as far as reasonably practicable. All of the measures continue to comply with Government and Department of Health guidance and are regularly reviewed by Building Custodians and the Site Services team.

It is highly likely that the areas that you are returning to will not be operating in the same way as they did historically. It is therefore important to make sure you have discussed any concerns with your line manager who will liaise with the relevant parties, explain the rationale and coordinate changes if required.

If your Department or College is aware of an event that will result in an increase in space usage, please notify the Site Services Cleaning Operations as cleaning services may need to be increased or redirected to support the event.

Our measures are only part of Brunel's safety precautions, ***we also need you to accept your own responsibilities, ensuring you clean your own workstations using the tools we highlight later in this document and regularly wash and sanitise your hands.***

The Importance of Autonomy and what you should be doing to help

Throughout the pandemic we have been reminded to take care of our own personal hygiene and it's unlikely that message will change, even once restrictions are completely lifted. At Brunel we have provided a number of different ways which allow individuals to keep themselves and others safe, these are listed later in the document. We recommend you make use of all these facilities as regularly as possible.

You will notice information posters displayed across campus which help you identify these facilities and to provide guidance on best practice. (See Appendices).

So, what's new?

Dispensers

We have deployed various types of dispensers around campus which will enable you to sanitise your hands, touchpoints and work stations. Dispensers are replenished each morning and checked during the day to ensure products are always available for use. If a dispenser is found to be empty or faulty, please log a request via Planon and the Cleaning Operations team will respond as quickly as possible.

- Hand washing facilities are located in all toilets and non-residential kitchens.
- Hand sanitisers are situated at all building entrances and outside all toilets.
- Surface disinfectant dispensers can be found in all toilet cubicles and can be used in combination with toilet tissue to wipe and sanitise touchpoints and surfaces.
- Disinfection wipe dispensers are situated throughout all academic buildings. Use these to disinfect your work area before use.



Please do not move these dispensers from their original location as this will impact other areas and the dispenser may not be refilled.

Disinfection of Touch Points

We are continuing to provide a day time cleaning presence to ensure high risk areas receive an enhanced disinfection service throughout each day. These areas are as follows:

- Toilets and washrooms
- Corridors
- Staircases
- Lifts
- Main entrances and exits
- Receptions



You may see the cleaning operatives moving around campus in their purple high visibility vests. Their duties involve supporting our community in disinfecting touch points and includes the servicing of toilets, kitchens and replenishing dispensers. We have provided additional self-cleaning stations

throughout campus. ***Please ensure you are vigilant in cleaning your own workstations using the products we have supplied.***

If you have any issues relating to service, such as an empty dispenser, please speak with a member of the Site Services cleaning team or log a request via Planon.

7 day cleaning

We are now operating our cleaning services 7 days a week. All buildings receive a preopening clean, between 5am and 9am Monday to Friday. Heavily used buildings will receive a pre-opening clean at week-ends. This accommodates building usage that has extended further into weekends and ensures communal spaces, such as toilets, kitchens, corridors and receptions, are clean and that dispensers remain topped up.

Please remember that although there are cleaning services in place, the team may not have visited your workspace before you arrive, for example between lectures or meetings. ***It is your responsibility to sanitise your workstation before use, please make use of the disinfectant wipes that are located throughout all buildings to do this.***

Cleaning Methodology

Cleaning Products

The cleaning team are using approved products in their efforts to keep the campus clean and sanitary. A combination of virucidal chemicals and regular cleaning detergents remove dirt and kill germs. The operatives are trained to disinfect their cleaning equipment, including cloths, at the end of each day and before moving into a new area.

Keyboard Covers

Wipeable key board covers have been provided for use at shared workstations. These covers protect sensitive IT equipment from regular cleaning and make the disinfecting task easier for shared workstation users.

Departments are able to order additional covers via the Procurement Department, but these must be ordered in bulk.



Clear Surface Policy

The University has adopted a Clear Desk Policy. This policy not only protects sensitive data but also allows the cleaning team to thoroughly clean surfaces. ***Please leave your working surfaces clear. If a surface has not been cleared before the cleaning team arrive, it may not be cleaned.***



Binless Offices



To assist the cleaning team in social distancing and as an environmental benefit, the University has moved away from the traditional office desk bin and has replaced them with easily accessible communal waste areas. Previously, desk bins were emptied by the cleaners every day and the collected waste was sent away as general waste, our observations have shown that around 80% of this waste could actually be recycled. Introducing communal waste and recycling points will encourage people to segregate their recycling from their waste, allowing us to recover more recyclable materials.

Waste PPE



Please place your used PPE in the general waste bins provided. Our general waste bins are checked regularly throughout the day and the waste is incinerated to produce energy.

Staff Kitchens

Kitchen dispensers (soap and hand towel) are replenished daily by the cleaning team.

Departments do not need to replenish dispensers in their kitchens.

Staff kitchens, that are identified on the Cleaning Schedules, receive a thorough clean each morning between 5am and 9am, followed by a service during the day that includes disinfection of touch points and surfaces.

If a dispenser is found to be empty, please log a request via Planon and the Cleaning Operations team will respond as quickly as possible.

Disinfectant wipe stations are located throughout buildings. These can be used to disinfect the kitchen touch points more frequently if required.



Toilets

Toilets, along with other areas across campus, receive an enhanced cleaning regime. The cleaning team services toilets during the day to maintain cleanliness, disinfect touchpoints and ensure the dispensers are full.

To support social distancing, toilets will be closed off during cleaning. Whilst this takes place, please use alternative toilets nearby. The clean should only take a few minutes during the day with minimal disruption.

Hand washing facilities are available in all toilets on campus. Please follow the hand washing guidance displayed on the posters inside the washroom. A sanitising dispenser is also available outside the toilet for you to sanitise your hands after exiting.

If you find a toilet is busy and you cannot social distance safely, please be patient and wait outside until it is safe to enter.



Teaching Spaces

All teaching spaces have a disinfectant wipe dispenser in the local area. We recommend individuals take a few wipes to disinfect their learning/teaching space on arrival.

Keyboard covers have been installed on shared work station keyboards to allow them to be disinfected easily.

Touch points, such as door handles and push buttons, around teaching space entrances are disinfected during the day.



Other Communal Spaces (corridors, open areas and Receptions)

Other communal spaces, as with other areas, are cleaned early in the morning before people arrive. The cleaning team also disinfect touch points during the day.

Disinfectant wipe dispensers are available throughout all buildings in communal spaces, allowing you to take a few wipes to disinfect your touch points as you move through the building.



If you require any further cleaning support or have any questions please contact the team through cleaning-operations@brunel.ac.uk

**Please
sanitise
your hands
here**





Hand hygiene technique with soap and water



Wet hands with water



Apply enough soap to
cover all hand surface



Rub hands palm to palm



Right palm over left hand with
interlaced fingers and vice versa



Palm to palm with fingers interlaced



Backs of fingers to opposing
palms with fingers interlocked



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



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



Rinse hands with water



Dry hands thoroughly
using a paper towel...



...or hand drier



Your hands are now washed



**If these
facilities are
busy, please
wait outside
until it is safe
to enter**



Social distancing



Wash your hands

**Please take
a wipe to
disinfect
your work
surfaces**



**Please take a
wipe from your
nearest station
to disinfect
this machine**

