FACILITIES PLAN

September 2020

Facilities Operational Plan

Activity	Requirement	Method
Hand hygiene	Suitable and sufficient levels of equipment and supplies for all staff, pupils and visitors on site to maintain good hand hygiene.	• Provision of hand sanitiser pumps at entrances to all buildings. • Where high traffic volumes are expected an increased number of units will be installed to ensure a good rate of flow into buildings. • Hand sanitiser pump units fitted in all washroom facilities. • Hand soap pump units fitted in all washroom facilities. • Hand driers switched off. • Hand towels provided in all washroom facilities. • Lidded bins provided in all washroom facilities to collect used hand towels. • Regular emptying regime to prevent overflow. • Stocks of hygiene equipment held centrally so that levels can be monitored and reordering conducted in a timely manner. • Increased site signage to remind everyone of the need for increased hand hygiene.
Respiratory hygiene	Suitable and sufficient levels of equipment and supplies for all staff, pupils and visitors on site to maintain good respiratory hygiene.	• Provision of tissues in rooms to allow for sneezing/coughing etc • Lidded bins in all rooms to collect tissue material • Regular emptying regime to prevent overflow • All waste material to be double bagged • 'Catch it, Bin it, Kill it' signage placed in multiple areas • Masks available in classrooms and reception for staff if they require them. Students must provide a personal mask if they want to wear one. • Stocks of equipment for respiratory hygiene to be regularly monitored by the facilities manager

Facilities hygiene	An increased level of hygiene is required across all areas of school	**Day janitor:** • To regularly check toilet facilities in all operation areas, following a set route as set by the facilities manager. • Ensure soap and sanitisers units are serviced daily. • Ensure paper towel holders are serviced daily. • Empty bins and replace bin liners each visit. **Site Supervisors:** • Regularly clean and sanitise touch points including light switches, door handles and hand rails in all buildings. • Regular emptying of classroom bins and replacing bin liners. **Students: (monitored by teacher)** • Clean and sanitise desks/chairs at the end of each lesson (if moving from room). • Clean and sanitise desks at then end of each day. **Facilities Team:** • Ensure a regular and sufficient supply of paper wipes and cleaning spray to accommodate classroom/staff area cleaning. • Liaison with cleaning supervisor to ensure high levels of cleaning are in place after school. • Monitor and reorder stocks of hygiene material as required • Re-arrange classroom layouts to, where possible, ensure all desks are forward facing. • Mark playground areas for 'bubble' separation. • Ensure facilities visitors are socially distanced from students. • Monitor quality of cleaning.
Cleaning	Enhanced cleaning that complies with PHE advice on non-health settings.	• As set out in facilities section. • Cleaning company confirm they are following PHE guidance and staff have been appropriately trained. • Deep clean and fogging facility available for areas of potential contamination. • Cleaning materials separated by block • Cleaners wear appropriate PPE • Additional focus on all touch points • Enhanced and more regular cleaning of communal area such as toilets