**COVID-19 Hirer Cleaning Schedule and responsibilities**

Before and after every session the following will be cleaned using the disinfectant spay provided unless specified otherwise.

1. All door handles including toilets
2. All window handles
3. All light switches using wipes. **DO NOT USE SPRAY**
4. If tables used
	1. Clean the table top
	2. Clean the legs
	3. Clean the handles of table carrier
5. If Chairs are used
	1. Clean all of the chair
	2. Clean the handle of the chair trolley
6. If either Toilets are used
	1. Clean pan and cistern (all toilets)
	2. Clean basins (all toilets)
	3. Clean taps (all toilets)
7. Remove bin bag from hall, and toilets and remove from site. Fit new bin bags.
8. Clean the fan switch using wipes

The following cleaning equipment will be supplied and is stored in the cleaning box

* Disposable gloves
* Cloths
* Disinfectant spray
* Bin bags

**PLEASE SIGN BOOK SO THAT NEXT HIRER CAN SEE THAT THE HALL IS CLEANED**

**Special conditions if a member of your session has suspected COVID-19 symptoms**

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. This should be put in a suitable and secure place and marked for storage until the individual’s test results are known

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

**DO NOT FORGET TO NOTIFY THE NHS TRACK AND TRACE SERVICE**

**DO NOT FORGET TO CONTACT THE BOOKING SECRETARY ON 01453 860115**