



HM Courts &  
Tribunals Service

# Cleaning Principles

COVID-19 and Non-COVID-19 Related

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# Different Types of Cleaning in our Buildings

1. **Routine Cleaning** – these are usually done out of hours and are undertaken to ensure that the building is clean and tidy. These are not to specifically make the building “COVID-19 Secure”. There is a periodic “deep clean” of our buildings in the contract, but this is for items such as stained carpets, and ingrained stains of flooring and take place at intervals laid out in the cleaning contract.
2. **Touchpoint Cleaning** – these are precautionary cleaning of regular Touchpoints, in line with Government guidance, and takes place at regular intervals throughout the court operating hours. This includes the wiping down of regular touchpoints such as handrails and lift buttons etc. This is a procedure to make our buildings increasingly COVID-19 Secure.
3. **S16 Confirmed COVID-19 Case Cleaning** – these are a specialist clean when there is a known COVID-19 case within our buildings or a person has been in our building with one of the key COVID-19 symptoms (a new continuous cough, loss of taste or smell or a high temperature) and was last in the building within 72 hours and the areas occupied by the symptomatic person cannot be isolated due to operational impact to the business.

## Summary

Routine contractual cleaning relates to keeping the building clean and tidy. Operatives clean what is either dirty or part of a specified 'routine' of cleans. Touchpoint cleaning is a precautionary clean. It is the wiping down of regular touchpoints to try and control the spread of COVID-19 by cleaning surfaces that people touch regularly or could have coughed/sneezed on. **Touchpoint and routine cleaners must not be put at risk by asking them to clean any areas where there has been a suspected or confirmed case of COVID-19.** The preference is to isolate an area for 72 hours but in many instances this will not be achievable.

A section 16 clean is undertaken where we have a confirmed or suspected case of COVID-19 in our building. This is a target clean of the specific areas that symptomatic or positive person has been into. This is carried out by a separate cleaning contractor whose staff are trained and have relevant PPE to complete the task. We must ensure that we communicate this locally to all cleaning and security staff. We must not put them into any undue risk, likewise with our own staff.

## Key Differences between Cleans

BAU/Routine Cleans	Touchpoint Cleaning	s.16 cleans
Cleaning dirty/dusty areas	09:00-17:00 Monday to Friday and 09:00-14:00 Saturdays but can vary as demand dictates	Potentially contaminated areas to be isolated for 72 hours if business allows or until a S16 Clean can take place.
Frequency according to BICs Standards	Follows a list of items to be wiped – the cleaning agent (Odorbac) is left on the surface for 1 minute to take effect and sanitise that surface.	Not limited to operational hours, can be out of hours depending on urgency and business needs.
Cleaned within Operational Hours	Disposable cloths used, double bagged and quarantined for 72 hours prior to entering general waste chain	Disposable aprons, gloves and over-shoes must be worn. Disposable cloths/mop heads with correct colour coding
Early morning or late afternoon cleaning	Cleaning is conducted every 2 to 3 hours throughout the building as according to PHE guidelines. 9:00 till 16.30	Cleaned as a special request in working hours
Any chemicals used will be fully compliant with CoSHH requirements and be strictly controlled and monitored	Same as routine cleaning	All disposables (including gloves, aprons, face masks) must be discarded into yellow clinical waste bags (if available) and tied, this bag should then be placed into a second bag and tied
<b>Materials</b> - Correct Sanitizer / Anti- Bacterial Chemicals (1000ppm av.cl) following manufacturer's instructions for dilution to be used or Aqueous Ozone dozing system (if this is the preferred method of cleaning). These are in line with Government guidance on the products that should be used	Same	Same
		All touchpoints in offices, hole punches, staplers, printers etc. to be cleaned

# S16 Confirmed COVID-19 case Cleans

## General Rules on when to request a Confirmed COVID-19 Case Clean

### **S16 to be raised in the following circumstances:**

- An individual has suspected COVID-19 symptoms (a new continuous cough, loss of taste or smell or a high temperature) and was last in the building within 72 hours and the areas occupied cannot be isolated;
- If a positive test has been confirmed and the person has been within the building in the last 72 hours and the areas occupied cannot be isolated;
- Depending on the circumstances a s.16 clean may be carried out if an asymptomatic person tests positive within the 72-hour timeframe. This is because a person can be contagious 48 hours before any symptoms arise or before a positive test. A s.16 may be needed in order to remove the risk of contamination in the building.
- If there is more than 1 symptomatic person (even if the symptoms may not be COVID-19 related) and have been in similar areas of the building, a clean may be necessary to stop any spread of contamination. This would be a belt and braces approach as a precaution. This is due to potential transmission of the virus;
- If a suspected or positive person is identified, then touchpoint cleaners and routine cleaners should not be asked to clean any of these areas and a s.16 clean should be raised. The areas will be isolated until a clean can be carried out.

### **A S16 clean may not be raised in the following circumstances:**

- The 72-hour isolation period for the virus has passed;
- The areas can be isolated without any operational impact to the business;
- The symptoms may not be COVID-19 related such as cold symptoms, headaches, sore throats etc;
- The person in question may have been in contact with a COVID-19 positive person but does not have any symptoms themselves. They would be asked to self-isolate, in line with the government guidelines, and the areas would be cleaned as normal by routine and touchpoint cleaners;
- It has been confirmed by the site that the routine cleaners and touchpoint cleaners have thoroughly cleaned the areas before becoming aware of the suspected or confirmed case;
- The person has received a positive test, but the individual was last on site more than 72 hours ago;
- An individual may have symptoms, but site have been notified more than a day later. In this time the areas would have been cleaned by both a touchpoint cleaner and routine cleaners and have been used by others in the meantime. Depending on the size of the area, a clean may not be necessary as if a suspected person is identified, the areas need to be isolated immediately;
- In these circumstances, the routine cleaners and touchpoint cleaners would be asked to clean the areas as normal.



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