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2. **Simple guide to cleaning**
3. **Daily Routine**
4. **Cleaning of bedrooms and common areas**
5. **Cleaning a bathroom**
6. **Guide to cleaning an on-suite bathroom**
7. **Disinfectants/ Sanitizers**
8. **Cleaning in the case of someone infected with COVID-19**
9. **Personal Hygiene Precautions**

1. PRODUCTS AND EQUIPMENT



CLOTHS

The majority of cloths used for cleaning are of microfibre material. These microfibre cloths can be used to clean any type of surface. They can be dampened with water and an adequate cleaning product.

- **Types of cloths and Colour Coding:** its important to respect the colour coding in each centre. Each type of cloth is designated for a specific use: bathrooms, mirrors, oratory dusting etc. The colour coding is also valid for mops.
 - Cloth for dusting surfaces in bedrooms.
 - Cloth for Oratory dusting.
 - Cloth for mirrors and glass surfaces.
 - Cloth for cleaning bathrooms.
 - Scourers: In some centres these are used to clean bathrooms. They should always be soft or plastic (white).

PRODUCTS

- Disinfectant/sanatiser for bathrooms. It is used in all the bathrooms.
- Window cleaner for mirrors and Windows.
- Product to clean floors. (Flash cleaner for floors)
- Disinfectant/sanitiser to clean surfaces.
- During the state of emergency of COVID-19 it is advisable to clean the floors (marble, tiles, stone) by putting a little bit of disinfectant in the bucket of water except on wooden floors.

EQUIPMENT FOR FLOORS

- Mop with disposable single use impregnated paper / microfibre mop.
- Brush and dustpan.
- Vacuum cleaner.
- Bucket and wet mop.
- Polisher to burnish wooden waxed or sealed floors.

2. BASIC GUIDELINES FOR CLEANING



Use of Microfibres to clean surfaces.

- To dust surfaces one dampens the cloth and passes it over the surface to collect dust, no need to rub.
- When cleaning bathrooms rinse the microfibers cloth after you clean each toilet etc.



Using the disposable Impregnated Mop.

- Use a clean paper daily.
- Always use the mop in a forward movement pushing debris ahead of you.
- Collect the rubbish, sweeping with a brush and dustpan.
- Change the paper on the mop and empty the rubbish.



Using the Microfiber Mop.

- Always use in a forward movement.
- The dust and particles stay on the mop.
- To clean this either vacuum the mop (which is the best option) or with a brush and dustpan. This method just sends the dust up into the air again.



Using the broom.

- Used to clean any type of floor. Used as a brush and a dustpan.



Using the Wet Mop.

- For bathrooms it's best to use a separate coloured mop from all other areas. Wet the mop in water with fluid and squeeze out all excess water, then mop the areas.
- In bedrooms; same procedure but rub more where there are marks.
- When finished rinse mop head twice in clean water, squeeze out excess water and hang up to air.



The Static Feather Duster

- Used to clean areas which are not easy to access, heights etc.



3. DAILY GENERAL CLEANING



AIM:

Its about basic daily cleaning to ensure the house is tidy, in order, clean and welcoming.

TIME:

It is shorter than deep cleaning which is described in other slides.
Time needed depends on the size of the house and number of people cleaning. For a medium size house and between two people 20-25 minutes is sufficient.

STEPS:

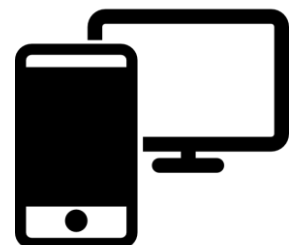
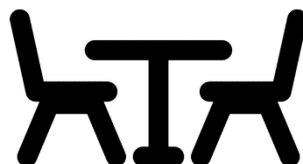
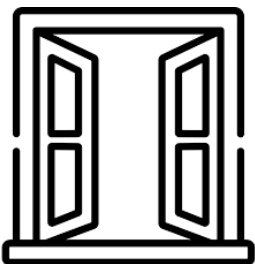
1. Open the windows to ventilate each room/area.
2. Put furniture and any objects out of place back where they belong. Plump up cushions.
3. Empty bins and ashtrays.
4. With a damp microfiber cloth dust all surfaces, removing any crumbs, water marks, finger-marks, ash, etc. Also dust vertical surfaces e.g. legs of chairs and furniture.
5. If necessary pick up any paper etc. from the floor using a small brush and dustpan. If there are any stains coffee, mud, etc. clean with a wet mop.
6. Bathrooms: Fold the towels(though general use towels should be replaced with paper towels). Top up toilet paper, hand soap. Check the toilet bowl and clean with toilet brush if necessary.
7. Close the windows, tidy net curtains. Close the door.
8. Before closing the door take a look at the room and bathroom to check if everything is in order.



4. CLEANING BEDROOMS AND COMMON AREAS



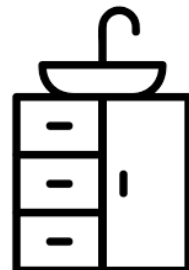
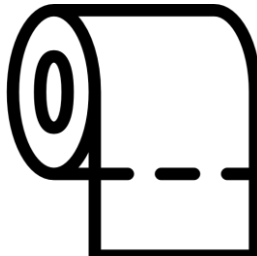
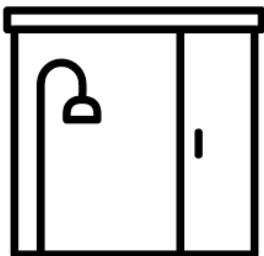
STEPS	PROCESS
1. Air, empty bins and ashtrays	<ul style="list-style-type: none"> • Open the windows and doors and secure the doors open with a wedge to avoid slamming in draughts. 10 minutes is enough for ventilation.
2. Dusting	<ul style="list-style-type: none"> • Clean with a damp duster the following: Surfaces, table, bed-side tables, shelves, lamps, bed heads. • Clean glass, mirrors with an appropriate liquid and clean with a glass cloth.
3. Clean the floor	<ul style="list-style-type: none"> • Clean the floor using a vacuum, dry or wet mop. • Move the furniture sufficiently so as to reach inaccessible areas. • Wash with a floor cleaner (flash). In time of COVID-19 use a bathroom disinfectant diluted in water (but not on wood).
4. Close the windows and put the furniture in order	<ul style="list-style-type: none"> • . Final check: ensure no furniture is rubbing against walls, lights are off, windows are closed
5. Particulars for COVID-19	<ul style="list-style-type: none"> • In case of the need to disinfect clean the surfaces with a bathroom disinfectant and clean with a damp cloth. Especially door knobs, switches, laptop keys, and other frequently touched surfaces disinfect DAILY. • Floors: tiles, stone floors, marble, should be cleaned with a disinfectant/ sanitiser.



5.CLEANING of BATHROOMS



STEPS	PROCESS
1. Ventilate	<ul style="list-style-type: none"> • Its important to ventilate well to eliminate odours and so that the areas which have been washed dry quickly.
2. Sweep the floor	<ul style="list-style-type: none"> • Use a separate brush/mop only for bathrooms (or the vacuum cleaner).
3. Cleaning of toilets handbasins and showers	<ul style="list-style-type: none"> • WC: lift up the 2 lids and spray the bowl with toilet cleaner, and the outside with spray bathroom cleaner, as well as the toilet brush and holder. Spread/scrub bowl with the brush. Leave for 3 minutes and flush. Wipe the outside of the bowl and the 2 lids with a cloth. Rinse it out. • Shower and hand basin: remove any hairs from plug with a little toilet paper. Spray all the surfaces with disinfectant/sanitiser. Rinse with water and dry with a cloth. • Mirror: clean with appropriate cleaner and cloth. If you use a microfiber slightly damp no product is necessary.
4. Replace toilet paper, shower gel and hand soap	<ul style="list-style-type: none"> • Check there is spare toilet paper.
5. Wash the floor	<ul style="list-style-type: none"> • Use a mop and bucket which is only for bathrooms. Use water and a little disinfectant.



6. CLEANING AN ON-SUITE ROOM

STEPS	THE PROCESS
1º Collecting the equipment etc.	Take the trolley to the room. Begin with the one furthest from the cleaning cupboard. Ventilate; open the windows.
2º Spray the bathrooms	Spray the sanitiser to the shower basin, soap shelf, handbasin and toilet. · Weekly: shower walls.
3º Wastepaper baskets	Empty the bins of the bathroom and bedroom into the rubbish bin.
4º Sweep	Sweep or vacuum the bathroom floor and if necessary the room also.
5º Clean the shower, basin etc.	Rinse shower etc. with a damp microfiber cloth. Rinse it often in the hand basin. Begin with the shower: soap walls and dry with squeegee, clean the soap shelf. WC: scrub inside bowl and u-bend with the brush, scrub all around the bowl. Rinse the brush with clean water. Clean the outside with a microfiber cloth. Hand basin: Clean the bowl, taps, plug hole with microfibre cloth.
6º Replenish soap etc. and fold towels.	Replenish shower gel, hand soap, toilet paper etc. if necessary. Fold or change the towels.
7º Mirrors	Wipe all the mirrors and glass, using a microfiber cloth.
8º Dusting furniture	Wipe the furniture with microfibre cloth and follow the daily schedule. Its not necessary to clean everything every day. The periodic tasks are done along with the daily tasks.
9º Order	Put the furniture back in place. Smooth the bed if necessary, straighten the bedspread, pillow in place.
10º Windows	Close the window
11º Floor	Clean with a damp mop adding some disinfectant to the water and the bedroom floor depending on type of floor.
12º Close	Switch off the light and close the door.
13º Corridor	Lastly clean the corridor of that area .

7. DISINFECTANTS/SANATISERS

Disinfectants or antibacterial agents are products which are applied to surfaces and act on the microorganisms destroying them or inhibiting their growth and replication.

There exists critical areas which need special care when cleaning and disinfecting. Special attention is needed when disinfecting general bathrooms, kitchen surfaces and any other place with a higher risk of contamination, e.g. door knobs and handles, telephones, switches, etc.

ASPECTS TO BEAR IN MIND IN ORDER TO ENSURE ADEQUATE DISINFECTION.

- Disinfect the surfaces which are more prone to Pathogens.
- Use the disinfectants/sanitiser correctly following the instructions on the label regarding quantity and concentration.
- Leave it the recommended time to act on the surface.
- Use clean and correct cloths.

DISINFECTING/SANATISING COMMON AREAS

- The corridors, hall, oratory, computer room, sitting room and study should be cleaned daily, paying special attention to those surfaces which are touched more with your hands.
- To disinfect certain surfaces use a disinfecting detergent/ alcohol, peroxide or bleach or appropriate sanitiser. The proportion is: **alcohol 70%; Peroxide 0.5% ; Bleach 0.1%**. (Caution is needed when using peroxide and bleach because they are highly corrosive.
- It is necessary to bear in mind that the products used are adequate for the type of material/surface. (Special care must be taken with wooden surfaces, leather, etc.)
- There are sanitiser available to buy if the above are not available.

8. Cleaning in the Case of Someone Infected with COVID 19

Hygienic measures to be taken in the house of someone infected. How to clean the house:

- The person in charge of the cleaning has to protect themselves by wearing a face mask and disposable gloves USED ONLY ONCE.
- Ensure the rooms are aired/ventilated for a minimum of 5 minutes daily.
- Clean daily with a bleach solution without detergent with a proportion of 1:50 recently prepared.
- Clean all surfaces touched, door knockers, keys, bathroom taps, toilet, Tablets, Laptop keys, bedside tables and all surfaces which can have bodily fluid, faeces or blood.

WASHING CROCKERY:

- Wash all crockery and kitchen utensils in hot soapy water at no less than 60°.
- Preferably in a dishwasher.

8. Cleaning in the Case of Someone Infected with COVID 19

Preventative measures:

Covid-19 remains on inanimate surfaces for some time:

The transmission between humans has an incubation period of 2-10 days which facilitates its transmission through droplets, hands or contaminated surfaces.

Covid-19 remains on different surfaces for varying lengths of time:

- Plastics: 5 days 22-25°C
- Glass: 4 days
- Aluminium: 2-8 hours 21 °C
- Paper: 4-5 days
- Surgical gloves: 8 hours 21°C
- Wood: 4 days
- Metal: 5 days
- Steel: 48 hours 21°C

The biocide agents used for the chemical disinfection are an efficient strategy against any micro-organism and specifically Covid-19.

Procedure of disinfection is:

- Ethanol 62-71%
- Hydrogen Peroxide 0.5%
- Peroxide or Sodium Chlorite 0.1% (Bleach)



ONE MINUTE

8. Cleaning in the Case of Someone Infected with COVID 19

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ONE MINUTE

8. LAUNDRY with Covid 19

Bed linen and Towels of sick people are washed with usual detergent.

Wear disposable gloves and mask and hold the items as far from your body as possible placing them in a plastic bag or other container. Don't expose to air, keep it separate.

Wash and dry separately from other laundry items at a temperature of 60°C-90°C.

They must be thoroughly dried in tumble drier.

FINALLY:

Remove mask and gloves and dispose of in a plastic bag and close it.

Carry out a complete hand hygiene routine using soap and water for 40-60 seconds.

You can also use a sanitiser which has 60-95°C alcohol.

Rub the solution all over your hands.

8. CLEANING in Case of COVID-19

COMUNICADO PREVENTIVO
(ADICIONAL A LOS PROTOCOLOS PREVENTIVOS VIGENTES) Nº 1.
23.03.2020

Persistencia de coronavirus en superficies inanimadas y su inactivación con agentes biocidas*

La aparición de un nuevo coronavirus humano, el SARS-CoV-2, se ha convertido en una preocupación de salud mundial que causa infecciones graves del tracto respiratorio en humanos. Las transmisiones entre humanos se han descrito con tiempos de incubación entre 2-10 días, lo que facilita su propagación a través de gotitas, manos o superficies contaminadas.

A continuación se representa gráficamente la persistencia de coronavirus en superficies inanimadas, destacando que los agentes biocidas utilizados para la desinfección química son una estrategia eficaz de inactivación frente a cualquier microorganismo y en concreto frente a Covid-19.



*..Persistence of coronaviruses on inanimate surfaces and their inactivation with biocidal agents. Kampf, G. et al.m Journal of Hospital Infection, Volume 104 (2020), Issue 3, 246 - 251

8. Cleaning in the Case of Infection COVID-19

MEDIDAS HIGIÉNICAS EN EL HOGAR DEL ENFERMO DE CORONAVIRUS



¿CÓMO LIMPIAR LA CASA?

- La persona encargada de la limpieza diaria se tendrá que proteger con mascarilla y guantes de un solo uso.
- Asegurarse que las habitaciones de la casa estén bien ventiladas (5 minutos al día como mínimo).
- Limpie diariamente con una solución de lejía sin detergente en una proporción de 1:50 y preparada recientemente todas las superficies de contacto frecuente como las mesas, los picaportes de las puertas, las llaves o los grifos del baño, los inodoros, los teléfonos, los teclados, las tabletas, las mesillas y todas las superficies que puedan tener sangre, heces o fluidos corporales.

¿CÓMO LAVAR LA VAJILLA?

- Lavar la vajilla, cubiertos, y otros utensilios de cocina con agua caliente y jabón. Preferiblemente en el lavaplatos en un programa que alcance 60°C de temperatura.

¿CÓMO LAVAR LA ROPA?

- La ropa de cama, toallas etc. de las personas enfermas, deben lavarse con su detergente habitual.
- Póngase guantes desechables antes de tocar la ropa del enfermo.
- Manténgala alejada de su propio cuerpo (en una bolsa o recipiente, etc).
- No la airee y lávela por separado.
- Use un detergente de ropa normal. Ponga el programa a la temperatura de 60-90°C. Hay que dejar secar la ropa totalmente.

PARA FINALIZAR

- Quitarse los guantes y la mascarilla, tirándolos a la basura en bolsa de plástico cerrada.
- Realizar una completa higiene de manos, con agua y jabón, al menos 40-60 segundos. Puede utilizar también un desinfectante que contenga entre un 60-95% de alcohol. Repartiendo la solución por toda la superficie de las manos.

Para obtener más información, en el siguiente teléfono se atenderá cualquier consulta a la ciudadanía



900 102 112

También se puede acceder a más información en la web de la Comunidad de Madrid a través de este código QR o en la dirección:
<https://www.comunidad.madrid/servicios/salud/2019-nuevo-coronavirus>

9. PERSONAL HYGIENE PRECAUTIONS

- On arriving home: try not to touch anything.
- Remove your shoes.
- Leave wallet, keys, bag in a box at the entrance.
- Shower to prevent any possible contagion.
- Wash glasses, mobile with soapy water or alcohol.
- Clean with bleach any thing you have brought into the house with you.
- Wash personal clothes, sheets, towels in temperature no less than 40°.
- Remember it is not possible to do a total disinfection. The aim is to minimise risk.
- Avoid 3rd parties coming into contact with bodily fluids specially oral or respiratory fluids.
- Don't share personal items, brushes, glasses, plates, cutlery, towels.
- Wash crockery/cutlery in hot soapy water or in a dishwasher.
- Its advisable to clean the kitchen, bathroom daily with a detergent containing bleach. Or add 25ml bleach to 1 litre of water.
- Use disposable cloths.
- Be aware that you can be contaminated by touching gadgets, phones, TV remote, door knobs.
- Keep common areas well ventilated/aired.

9. PERSONAL HYGIENE PRECAUTIONS

AL LLEGAR A CASA



Al volver a casa intenta **NO tocar nada.**



Se evitará que **terceras personas tengan contacto directo** con sus fluidos corporales, especialmente los orales o secreciones respiratorias, no compartiendo objetos de uso personal tal como cepillos de dientes, vasos, platos, cubiertos, toallas, etc.



Quítate los zapatos.



Deja bolso, cartera, llaves en una caja a la entrada.



Se recomienda que el personal sanitario expuesto **se duche en el momento que acude a su domicilio** para favorecer la eliminación de posibles fómites.



Se recomienda **lavar la vajilla y cubiertos** utilizados con agua jabonosa y a poder ser en lavavajillas.



Lava el móvil y las gafas con agua y jabón o alcohol.



Se aconseja **limpiar habitualmente** la cocina y el cuarto de baño con detergentes en cuya composición esté presente la lejía (añadir 25ml de lejía* a un litro de agua), se recomienda utilizar material de limpieza desechable.



Limpia con lejía las superficies de lo que hayas traído de fuera antes de guardarlo (añadir 25ml de lejía* a un litro de agua).



La ropa personal, toallas y ropa de cama se lavarán en un programa de lavado no inferior a 40°C.



Sea consciente que puede **contaminar por fómites** teléfonos, mandos de televisión, material ofimático, grifos, interruptores, pomos de puertas... por lo que los limpiará habitualmente con desinfectantes.

Recuerda que no es posible hacer una desinfección total, el objetivo es disminuir el riesgo.



Mantendrá bien **ventiladas** las zonas comunes.

*Lejía al 5% (50 gr Cl/L) Concentración más frecuente en lejía de uso domestico.

RECOMENDACIONES GENÉRICAS

En caso de que convivas con personas con patologías de riesgo duerme en camas separadas, utiliza baños diferentes en la medida de lo posible y/o desinfectalo en cada uso además de adoptar las recomendaciones generales.

Recordar que las medidas genéricas de protección individual frente a enfermedades respiratorias incluyen:



Higiene de manos frecuente (lavado con agua y jabón o soluciones alcohólicas), especialmente después de contacto directo con personas enfermas o su entorno.



Al toser o estornudar, **cubrirse la boca y la nariz con el codo flexionado.**



Usar **pañuelos desechables**, y tirarlos tras su uso.



Si se presentan síntomas respiratorios, **evitar el contacto cercano** (manteniendo una distancia de al menos un metro aproximadamente) con otras personas.



Evitar tocarse los ojos, la nariz y la boca, ya que las manos facilitan la transmisión.



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