

## Covid19 – Cleaning procedures

Premises: The Therapy Centre, 57 Winchester street, Salisbury, SP1 1HL  
Author: James Barnett  
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Procedure / Policy: Practitioner arrival and departure procedure

Area	Action
1. Reception (during the day)	<ul style="list-style-type: none"><li>- All surfaces to be wiped down with anti-bacterial wipes, or spray and disposable 'blue roll' tissue, prior to every client arrival.</li></ul> <p><i>This means that it is the practitioner's responsibility for ensuring reception is clean for 'their' client. It won't be possible for a practitioner to clean reception after their client has arrived in anticipation for another person's client arriving shortly thereafter.</i></p>
2. Treatment rooms (during the day)	<ul style="list-style-type: none"><li>- All surfaces (door handles, desk, chairs, couch etc.) to be wiped down with anti-bacterial wipes /or spray and disposable 'blue roll' tissue prior to every client arrival.</li></ul>
3. Toilets (during the day)	<ul style="list-style-type: none"><li>- <b>Public toilet</b> - All surfaces to be wiped down with anti-bacterial wipes, or spray and disposable 'blue roll' tissue after use.</li></ul> <p><i>Encourage clients to not use the facilities and if they need to try to ensure it is at the end of their appointment to allow for cleaning time.</i></p> <p><b>Staff toilet</b> - All surfaces to be wiped down with anti-bacterial wipes, or spray and disposable 'blue roll' tissue after use.</p>
4. Staff kitchen (during the day)	<ul style="list-style-type: none"><li>- All used surfaces to be wiped down with anti-bacterial wipes, or spray and disposable 'blue roll' tissue after every use. This includes the fridge, kettle, door handle, taps etc.</li></ul>

5. Staff room (during the day)	<ul style="list-style-type: none"> <li>- All used surfaces to be wiped down with anti-bacterial wipes, or spray and disposable 'blue roll' tissue after every use (including door handle etc.).</li> </ul>
6. Treatment rooms (end of your last booking / day)	<ul style="list-style-type: none"> <li>- All surfaces to be wiped down with anti-bacterial wipes, or spray and disposable 'blue roll' tissue, <b>plus room to be swept and mopped.</b></li> </ul>
7. Toilets (end of day)	<p>By the last practitioner to leave the premises:</p> <ul style="list-style-type: none"> <li>- If required, all surfaces to be wiped down with anti-bacterial wipes, or spray and disposable 'blue roll' tissue.</li> <li>- <b>Room to be swept and mopped.</b></li> </ul>
8. Corridor (end of day)	<p>By the last practitioner to leave the premises:</p> <ul style="list-style-type: none"> <li>- <b>Area to be swept and mopped</b></li> </ul>
9. Staff Kitchen (end of day)	<p>By the last practitioner to leave the premises:</p> <ul style="list-style-type: none"> <li>- Ensure all surfaces / contact areas have been wiped down with anti-bacterial wipes, or spray and disposable 'blue roll' tissue.</li> <li>- <b>Room to be swept and mopped</b></li> </ul>
10. Things to remember to clean	<p>Any frequent contact areas including but not limited to:</p> <ul style="list-style-type: none"> <li>- Light switches</li> <li>- Taps</li> <li>- Door handles</li> <li>- Doors</li> <li>- Desks</li> <li>- Kettle</li> <li>- Reception desk</li> </ul>