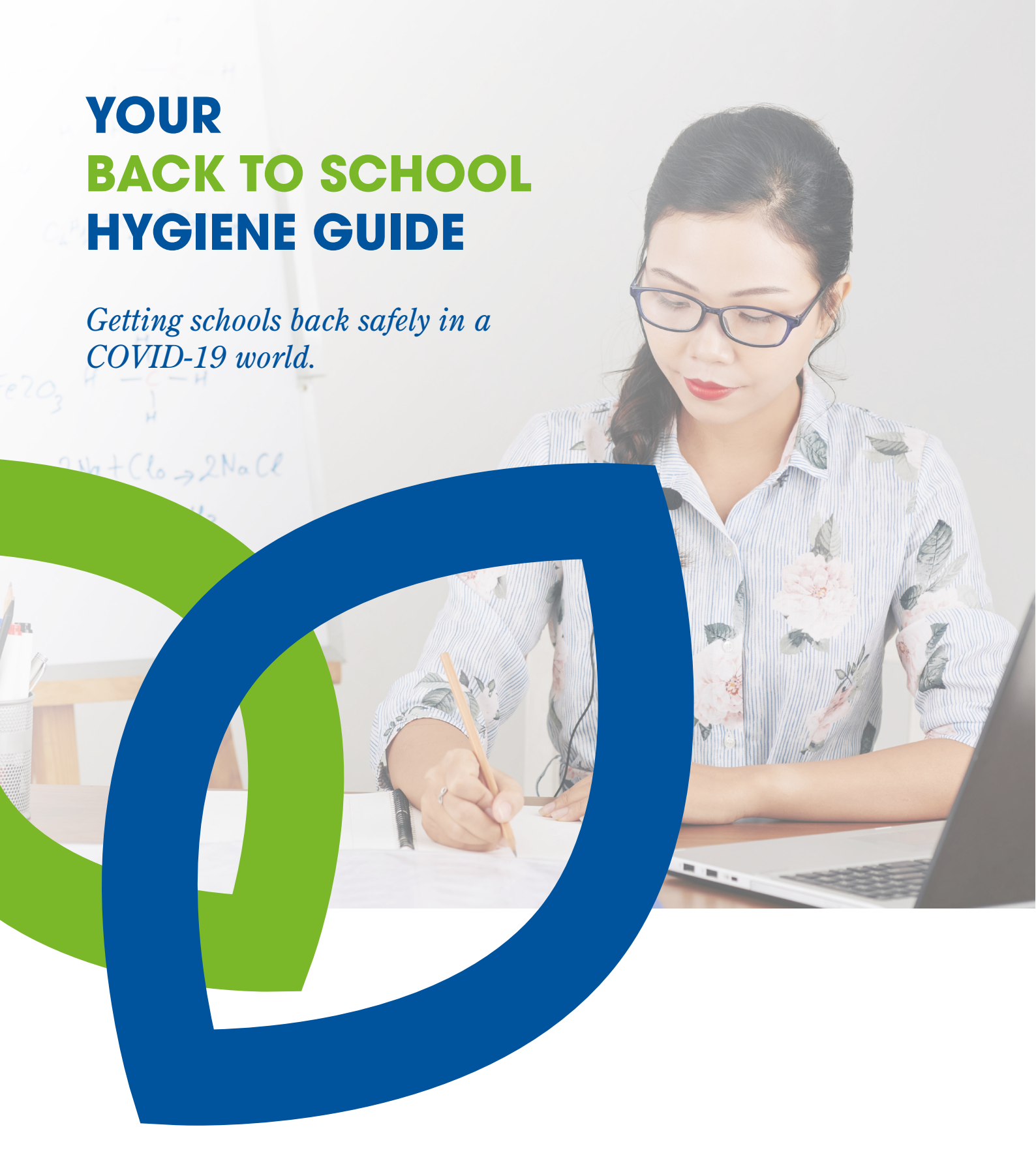


# **YOUR BACK TO SCHOOL HYGIENE GUIDE**

*Getting schools back safely in a  
COVID-19 world.*



## About Citron Hygiene

Citron Hygiene are a hygiene solutions provider with a presence in the UK, USA and Canada. We are passionate about building healthy spaces in the places where people live, work and play. Together, we want to help create safe and hygienic environments for all who come and go.



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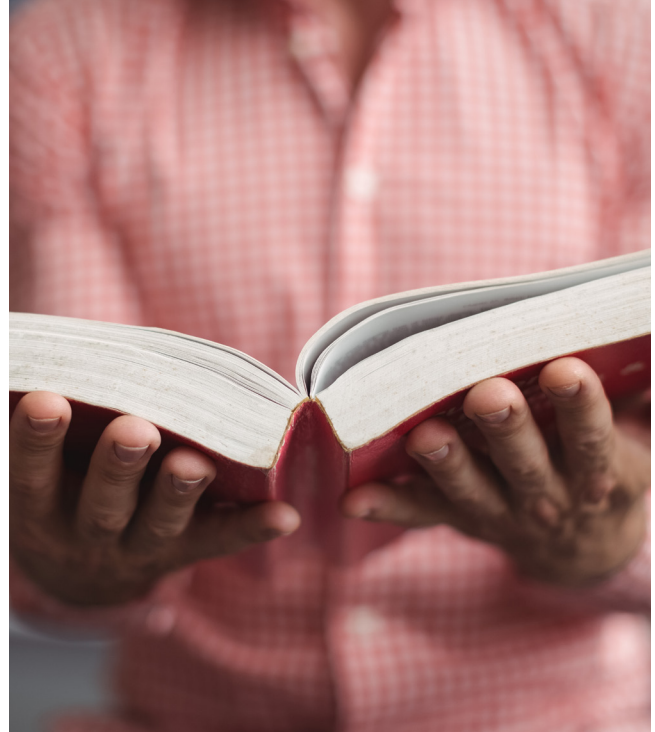
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## *Getting schools back safely in a COVID-19 world.*

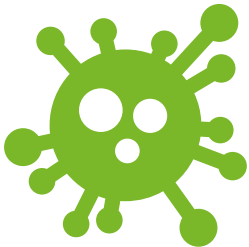
The COVID-19 pandemic has hit us all hard. Schools have been forced to close and children of all ages have been faced with learning from home. After a period of closure, the government have revealed that pupils from all years will return to school in September. Whilst maintaining hygiene and cleanliness in the school environment has always been important, it can often be overlooked as many other priorities are put first. However, in the 'new normal,' ensuring hygiene is maintained will be more important than ever. This guide has been written to help you plan what needs to be done in order to deliver the highest standards of hygiene with relevant advice from the UK Government. This guidance won't just help you as you navigate this period of change but will also help you to maintain high standards in the future



## The Spread of Germs at School





As students and pupils return to the classroom, they will have hopes that this school year is different than the last. In order to make sure students and teachers have a positive academic year, it's vital that health and well-being is put first. As coronavirus is a new infection, there is little concrete research on the risks it prevents to children and how likely they are to transmit it to adults. To gain a better understanding, widespread antibody testing is needed<sup>1</sup>. Having said this, schools are a common place for germs to be spread and due to lower immune systems, children can be susceptible to other respiratory infections such as colds and flu and therefore reducing the spread of germs generally is just as important.

*In 2018-19, 32.6 million days were lost to absence with illness being the main driver of absence amongst students and staff<sup>1</sup>.*



### Get the Lowdown on Germs

Germs can be spread in a number of ways including :

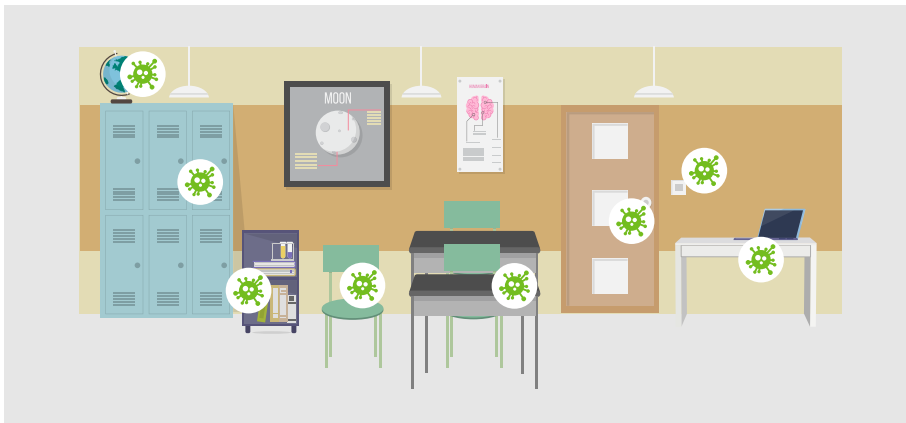
-  Through the air in sneezes, coughs or breaths
-  Through hands by touching contaminated surfaces and then touching your face
-  Spread through sweat, saliva and blood
-  Through contaminated sharps



<sup>1</sup> <https://www.bbc.co.uk/news/health-52003804>



## Germ Hot-Spots in Schools











-  Desk Surfaces
-  Light Switches
-  Chairs
-  Door Handles
-  Telephones
-  Keyboards
-  Classroom supplies & resources
-  Toilets

Figure 1: Germ Hot-spots in the classroom

## Prevent the Spread

Limiting the spread of harmful germs and bacteria in schools has a number of benefits such as but not limited to:

- **Improved attendance due to less sick-days**
- **An exceptional learning environment leading to increased productivity, improved happiness, health and well-being for all.**
- **Students are able to reach their full potential**
- **Highly engaged students and staff**
- **Send the right message to parents**
- **Schools stay open**
- **Outstanding Ofsted Results**

In order to reap the benefits, the correct hygiene and cleanliness measures must be put in place. With so many things to think about when running a busy school with complex requirements, hygiene may have been sometimes overlooked however this is the time to make a change.

## Hygiene Measures for your School

This guidance has been taken from [gov.uk](https://www.gov.uk) and the [Department for Education \(DfE\)](https://www.gov.uk/government/organisations/department-for-education).

In preparation for students returning to school in September, the UK Government has provided advice on what measures should be in place to minimise coronavirus risks. Advice includes no assemblies to be held to classes arranged into bubbles. Here we highlight some of the hygiene and cleaning advice.

### Clear Communication to Staff & Parents

The Government has advised that you should 'make clear to school staff and parents what your expectations are about cleaning and hygiene.' Whilst this can be done prior to students returning, it's advisable to do this on a regular basis to ensure everyone is in the know.

### Recommendations on Cleaning & Hygiene

Further recommendations on cleaning frequently touched surfaces throughout the day is provided. Get advice from your cleaning or hygiene provider on what resources you should use to ensure an effective clean.

Take the time to review your daily, weekly and monthly cleaning schedules. Are all high traffic touchpoints and objects prioritised? Which spaces in your building need more attention than others?

Other advice on cleaning and hygiene includes:

- **Ensuring you have supplies of soap** to meet demand and hot water in every toilet.
- **Consider where hand sanitiser stations will be located.** Advice on where hand sanitiser locations can be found at the back of this guide.
- **Ensure you have ordered disposable tissues** so pupils can be encouraged to 'catch it, bin it and kill it.' A handy 'catch it, bin it and kill it' poster can be found at the back of this guide that can be displayed in classrooms, washrooms, corridors and other locations around your school.

Make sure your washrooms are equipped with the basics such as sanitary bins, toilet rolls and dispensers, hygiene vending machines and effective hand drying solutions such as hand dryers or paper towels. The basics not only help you to ensure your school is as hygienic as possible but providing the essentials go a long way in supporting the needs of your staff and students.



## Clean Up During the Break

Prior to schools opening and particularly if your site has been closed for a number of weeks, extra provisions are needed to ensure your building is really clean. Where necessary a deep cleaning should be conducted. You may want to consider regular disinfection and deep cleaning particularly in spaces where staff and students will frequent.

If regular deep cleaning is not possible, use school holidays as an opportunity to perform deep cleaning to help you maintain the highest levels of hygiene all year round.

















## Your Back to School Checklist

As you continue to adapt to the 'new normal,' and beyond the adjustment period, ensure hygiene is a top priority. Use this helpful checklist to stay on track and maintain high hygiene levels throughout the academic year.

-  Order the right amount of hygiene supplies including hand sanitiser, soap and equipment wipes. Stay stocked up by partnering with a hygiene services company and ordering your consumable items online.
-  As recommended by the UK government, display hygiene posters around the school in areas such as washrooms, classrooms, staff-rooms, hallways, foyers and assembly halls so students and staff so hygiene is promoted day in, day out. You can find helpful guidance posters at the back of this guide.
-  Place hand sanitiser in strategic locations and any room where people frequently come and go.
-  Arrange for professional disinfection to be carried out on a regular basis. If that is not possible, professional disinfection should be carried out if an outbreak has occurred - before pupils and staff return to school.
-  Provide hygienic waste bins for the safe disposal of PPE as recommended by the World Health Organization.
-  Review your washrooms and see where changes can be made to fit touch-free accessories.
-  In visitor areas, ensure you have clearly displayed social distancing signage. Signage can include mats or adhesive stickers.
-  Educate students on a continuous basis about hygiene best practices. For younger children, engage with them and make hygiene fun with activities and games.
-  Take the time to communicate and re-iterate sickness policies to parents, students and staff.
-  **Contact your hygiene services company to arrange your services prior to opening including disposal of waste that may have not been collected.**



## Hand Cleaning Technique - with sanitiser

Effective hand washing is the most important and easiest way to prevent the spread of illness.

Wash and dry or sanitise your hands frequently. Hand sanitiser should not replace regular hand washing.

Duration of the entire procedure: about 15-30 seconds

- 

1 Apply one measure of hand sanitiser into cupped hand.
- 

2 Rub hands palm to palm up to and including wrists.
- 

3 Rub right palm over back of left with linked fingers & vice versa.
- 

4 Rub palm to palm with fingers linked.
- 

5 Rub back of fingers to opposing palms with fingers interlocked.
- 

6 Rub each thumb clasped in opposite hand using a rotational movement & vice versa.
- 

7 Rub tips of fingers in opposite palm in a circular motion.
- 

8 Once dry your hands are sanitised



# You need to wash your hands!



germs are everywhere



1 Rinsing hands with water



2 Adding soap



3 Rubbing hands together



4 Cleaning backs of hands and wrists



5 Cleaning between fingers



6 Rinsing hands



7 Drying hands

## When do you need to wash your hands...



After using the toilet



Before eating



# Hand Sanitiser

please use me

Stop the Spread!



# STOP THE SPREAD

## CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



## BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



## KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.





## Build a Healthy Space with Citron Hygiene

At Citron Hygiene, we understand that the demands of running a school or university are high and providing the best possible education to pupils is the ultimate priority. However, this is where Citron Hygiene can support you with our washroom and cleaning solutions.

Whether you're a large secondary school or small village primary school, we provide a range of services and solutions so you can maintain a safe and hygienic environment. These include sanitary bin services, air care solutions, soap and sanitising solutions and hand dryers. We operate from a network of Citron Hygiene service centres all around the UK to ensure that your service is delivered by a local team dedicated to keeping your facilities running smoothly. Consumable items are also available from the Citron Shop so you only ever have to deal with one provider for all your hygiene and cleaning needs.

We can help you build a healthy space in your school, so your staff can concentrate on teaching and your pupils can thrive and develop each and every day.

Find out more on our website:

[www.citronhygiene.co.uk](http://www.citronhygiene.co.uk)

Order hygiene supplies at the Citron Shop:

[shop.citronhygiene.co.uk](http://shop.citronhygiene.co.uk)

Call us:

08000 66 55 52

Email us:

[ukservice@citronhygiene.com](mailto:ukservice@citronhygiene.com)



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