



## Preventing the spread of COVID19

### 3. Sanitising & Cleaning checklist

Routine cleaning should be undertaken using normal cleaning solutions. Where it is identified that persons who have been present in the Hall have tested positive for COVID19 then the Hall should be deep cleaned and closed for a minimum of 48 hours. All equipment and surfaces should be cleaned using a chlorine based agent and wiping using disposable cloths.

The frequency of cleaning will be determined by the type of event/activity. However, at minimum the Hall should have all frequently touched surfaces wiped before the start of an event and all areas cleaned post event and prior to any new activity.

Task	Tick ✓	Initial & date
<u>Main Hall</u> Wipe all door handles, light switches, sanitisers etc. Sweep floor.		
<u>Main Hall (full clean)</u> Wipe down all furniture - hall benches, piano, etc		
<u>All areas</u> Wipe and replenish hand soap/gel, anti-viral surface sprays		
<u>Toilets</u> Clean sink, taps, cisterns, flush, seats, urinal, light switches, bin		
<u>Kitchen</u> Wipe down all surfaces, wash any dishes and clear all rubbish		